

Application to Occupy a Temporary Dwelling

General Local Law 2017



This permit has a fee of \$125.00.

There are some hard words in this form. The hard words are in [blue](#). You can read what the words are on page 3

Name:				
Business Trading Name: (if applicable)				
Postal Address:			Postcode	
Phone Number: Home:	Work:	Mobile:		
Email address:				
Address of Temporary Dwelling :			Postcode	
Dates Occupied: From: ____/____/____ To: ____/____/____				
Type of Temporary Structure: ☐ Shed ☐ Other: _____				
Reasons for Temporary Dwelling : _____				

Do you have a building permit? ☐ Yes ☐ No
Permit Number:
Building Surveyor:
List the type of facilities provided for sanitation , laundry and bathing: _____

Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licenses, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail feedback@egipps.vic.gov.au

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Is water provided to the site?	☐ Yes	☐ No
	☐ Town	☐ Tank
Is power provided to the site?	☐ Yes	☐ No
Are you connected to sewer?	☐ Yes	☐ No
If No		
Is your septic tank system installed?	☐ Yes	☐ No
When do you expect the permanent dwelling to be finished?	____/____/____	
Please note a permit will not be issued for longer than six (6) months.		
Can you see the temporary dwelling from the street?	☐ Yes	☐ No
Are there any objections from the neighbour/s?	☐ Yes	☐ No
Please attach a list of Names and Address of neighbours that you have consulted with.		
Please attach a site plan of the location for the temporary dwelling.		

All areas on the application form must be completed before a permit can be issued.
Please allow 2-3 weeks for processing.

Rules for Temporary Dwelling Permit

This permit relies on the permit holder meeting with these rules and any other [statutory obligation](#) associated with the activity.

1. A building permit for the construction of a [dwelling](#) has been issued in respect of the site.
2. [Provision](#) is made on site for [sanitation](#), laundry and bathing facilities.
3. There is reliable power on site and a ready supply of drinking water.
4. The permit is for a period of no longer than six (6) months and by application may be extended by one period of six (6) months.
5. After the issue of a certificate of occupancy for a [dwelling](#) or on expiration of the permit for the temporary [dwelling](#), the temporary [dwelling](#) must be removed or remodelled in accordance with permit rules.

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Hard Words:

Dwelling: A house, flat, or other place of residence

Statutory Obligation: A required course of action to which a person is morally or legally bound

Provision: The action of providing or supplying something for use

Sanitation: Conditions relating to public health, especially the provision of clean drinking water and adequate sewage disposal.

Contact Council



03 5153 9500



feedback@egipps.vic.gov.au



eastgippsland.vic.gov.au



PO Box 1618, Bairnsdale 3875

Customer Service Centres:

- **Bairnsdale:** 273 Main Street
- **Lakes Entrance:** 18 Mechanics Street
- **Mallacoota:** 70 Maurice Avenue
- **Omeo:** 179 Day Avenue
- **Orbost:** 1 Ruskin Street
- **Paynesville:** 55 Esplanade

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