

**Application to Occupy A Temporary Dwelling**  
General Local Law 2 - Part 4

I / We the undersigned hereby apply to the Colac Otway Shire Council for a permit to occupy a temporary dwelling on private property whilst building a permanent residence:

**Applicant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

PH: (BH) \_\_\_\_\_ (AH) \_\_\_\_\_ (FAX) \_\_\_\_\_

Full Address of Property: \_\_\_\_\_

Duration of Occupancy: From: \_\_\_\_\_ To: \_\_\_\_\_

Type of temporary accommodation structure:

Shed  Other (Please specify) \_\_\_\_\_

Reason for Temporary Accommodation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Building Application**

Have you applied for a building permit? Yes No

Application Number: \_\_\_\_\_

Building Surveyor: \_\_\_\_\_

List type of on site facilities provided for sanitation, laundry and ablution:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Method of Rubbish Disposal: \_\_\_\_\_

**Septic Tank System Permit**

Have you applied for a permit to install a septic tank system? Yes No

Is water provided to the site: Yes No How is water supplied? Town Tank

Is power provided to the site: Yes No How is power supplied? Electric Generator

Anticipated completion date of permanent dwelling: \_\_\_\_\_

Is the temporary dwelling visible from the street: Yes No

**SITE PLAN: Please attach a site plan of the location of the temporary dwelling or provide a sketch below.**

**Conditions For a Temporary Dwelling**

This permit is conditional on the permit holder complying fully with these conditions and any other statutory obligation associated with the activity.

1. A building permit for the construction of a dwelling has been issued in respect to 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 potable water.
4. The permit is for a period of no longer than twelve (12) months and by application may be extended by one period of twelve (12) 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 conditions.

**I the undersigned hereby agree to abide by the conditions set out in the application**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b><u>OFFICE USE ONLY:</u></b>	<b>FEE PAYABLE \$90.00</b>
<b>Receipt:</b> _____	<b>Date Paid:</b> _____

**DECLARATION:**

*The Colac Otway Shire Council collects personal information to levy rates, issue permits and licences, and provide a variety of community services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed on to third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details, or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400.*

<b>OFFICE USE ONLY:</b>	<b>Yes</b>	<b>No</b>	<b>Date Issued</b>
Planning Approval Granted:	<input type="checkbox"/>	<input type="checkbox"/>	_____
Building Approval Granted:	<input type="checkbox"/>	<input type="checkbox"/>	_____
Health Approval Granted:	<input type="checkbox"/>	<input type="checkbox"/>	_____