**APPLICANT DETAILS:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Postal Address:** |  |
|  |  |
| **Contact Number:** |  |
| **Email:** |  |

**LOCATION DETAILS:**

|  |  |
| --- | --- |
| **Address of temporary** |  |
| **home will be kept:** |  |

**Do you own the land where the home will be kept? YES  NO**

(If NO, a letter of consent from the owner of this land must accompany this application)

|  |  |
| --- | --- |
| **Reason for use:** |  |
| **Duration of use:** | **From : / / To: / / .** |
| **Location on land:** | **Front Yard  Back Yard** |

|  |  |
| --- | --- |
| **Number of people occupying temporary home:** |  |

**DESCRIPTION OF TEMPORARY HOME:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Caravan Registration:** | |  | | | | |
| **Brand and Model**  **of Caravan:** | |  | | | | |
| **Length:** |  | | **Width:** |  | **Number of sleeping areas:** |  |

**WASTE MANAGEMENT:**

|  |
| --- |
| **Please describe how you plan to dispose of you waste ? (This includes waste generated from toilets, bathing and general rubbish** |
|  |
|  |
|  |
|  |
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|  |

**Applications will ONLY be processed with all the relevant documentation**

* I have a current Planning/Building permit in place.

**YES  NO**

* I have attached a photo/sketch showing where the caravan/dwelling will be located on the land.

**YES  NO**

* I have attached written consent from the owner of the property (if required)

**YES  NO  NO REQUIRED**

I understand and acknowledge that:

* The information provided in this application is true and completed to the best of my knowledge.
* This application is a legal document, and penalties exist for providing false or misleading information.
* Hepburn Shire Council may refuse this application if it becomes evident that any information or supporting document provided is incomplete or false.
* The application will not be processed until payment of the application fee is received by Council.
* I will comply with the requirements of Section 4.2 of Hepburn Shire Council’s Local Law No. 2.
* I will comply with any conditions of the permit when issued.
* I understand that I am not to camp in or occupy a caravan, not in a registered Caravan Park or camping area until a Permit has been issued.

**Once you have submitted this form, our Customer Service team will contact you for the fee payment of $250, for an annual permit to use a caravan, mobile home, or similar residence for the purpose of temporary habitation. Your application will then be assessed.**

|  |  |
| --- | --- |
| **APPLICANT’S SIGNATURE:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE:** | **/ / .** | | |
| **OFFICE USE ONLY** | | Receipt Number: |  |