

Establishment and/ or Occupation of Temporary Homes

Information for applicants

There are a range of reasons why people want to live in a temporary home. To help understand what is required to lawfully occupy a temporary home this fact sheet has been developed to assist you.

Gympie Regional Council *Local Law No. 1 (Administration) 2011* ('the Local Law') provides that the '*establishment or occupation of a temporary home*' is a **Prescribed Activity**.

The intent of the Local Law is to provide an approval process for a temporary home to be established and occupied on a property during the construction of a permanent residence (Class 1a Building).

To apply for an approval for the occupation of a temporary home the applicant must hold a current development/building permit for the erection of a new permanent residence or conversion of an existing building or structure into a permanent residence at the nominated property.

Temporary home approvals are granted for six (6) months on rural properties and three (3) months on urban properties. The Local Law provides opportunities to apply for extensions in three (3) month increments, where satisfactory progress has been made with the construction of the permanent residence on the property where the temporary home is located, however will not be completed within the initial approved time frame.



Submitting a temporary home application

To submit a temporary home application you will need to:

- Complete an *Application for Approval of a Prescribed Activity – Establishment or Occupation of Temporary Home*
- Pay the application fee as noted on the application form.

Applications can be made either in person at 29 Channon Street, Gympie (8:30am – 4:30pm) or via email to health@gympie.qld.gov.au. Invoices are issued to applicants upon receipt of the application and payment can be made on-line at payments.gympie.qld.gov.au

Approvals

Approvals are subject to the following conditions:

- The approval holder must comply with any applicable standards for the approved activities outlined in the Gympie Regional Council's [Standards for the Conduct of Prescribed Activities](#); and
- Not cease construction of the permanent residence on the property for a period greater than three (3) calendar months; and
- Ensure the provision of the basic amenities required for living, such as kitchen facilities, bathing facilities, laundry, toilet, sleeping accommodation, wastewater disposal, refuse disposal, safe and adequate water supply; and
- Keep the temporary home in good order and repair; and
- Ensure the temporary home is not unsightly or unhygienic.

What happens when I apply for an approval for a temporary home?

An Environmental Health Officer will contact you when the application is received to discuss your situation.

An on-site compliance inspection will be arranged and carried out before approval is granted.

Temporary home that does not require an approval

An exemption for an approval exists for the use of a caravan as a temporary home on an urban property for a period of up to two (2) weeks in any eight (8) week period.

The exemption may allow the property owner to have visitors stay at their property or allow an absentee owner to attend their property for maintenance purposes. In these circumstances, the temporary home occupiers must have access to facilities (water supply, toilet, bathing and waste and wastewater disposal) to prevent public health risks, nuisance, and environmental impacts.

Additional information

- Gympie Regional Council *Local Law No. 1 (Administration) 2011* ('the Local Law') provides that the "establishment or occupation of a temporary home" is a prescribed activity ([Local Laws – Gympie Regional Council](#)).
- Gympie Regional Council Subordinate *Local Law No. 1 (Administration) 2011* ([Local Laws – Gympie Regional Council](#))
- Gympie Regional Council's *Standards for the Conduct of Prescribed Activities* ([Local Laws – Gympie Regional Council](#))
- [Establishment and/or Occupation of Temporary Homes – Compliant Guide](#) (HEF357)

'Establishment or occupation of a temporary home' is defined in the Gympie Regional Council Local Law No. 1 (Administration) 2011 as *'the erection, construction, installation, positioning or placement of a structure used or intended for temporary use as a place of residence'*.

'Urban property' means a property of less than 4000m² that is entirely or mostly within the boundaries of a zone, other than the Rural zone or Industry Investigation zone, defined in the Local Government's planning scheme.

Lodging a complaint with council

By phone:

1300 307 800

By email:

council@gympie.qld.gov.au

In person:

at one of council's customer contact points

