



## Application for Establishment or Occupation of a Temporary Home

**2025/2026**

<b>1. Applicant Details</b>	Full name					
	Trading/business name (if applicable)					
	Contact phone number					
	Email address					
	Preferred method of contact for correspondence: <input type="checkbox"/> Email <input type="checkbox"/> Post					
	Postal address					
<b>2. Temporary home details</b>	Property address of temporary home					
	Type of temporary home	<input type="checkbox"/> Caravan	<input type="checkbox"/> Car/van	<input type="checkbox"/> Bus	<input type="checkbox"/> Tent	Other: _____
	Purpose of temporary home					
	Proposed timeframe for occupation		Months:			Week:
	Number of occupants		Adults:			Children:
	Number of animals		Dog/s:			Cat/s:
<b>3. Facility Details</b>	Sanitary facilities (toilet, showers, basins, sinks)					
	Laundry					
	Water source and storage					
	Wastewater and rubbish disposal					
	Screening (trees, landscaping, set back, screens)					
<b>4. Property owner's consent (if same as applicant write "as above")</b>	Owner's full name					
	Contact phone number					
	Email Address					
	Postal address					

<b>Property owner's consent continued.</b>	I/We, the property owner named above permit the establishment or occupation of a temporary home at this property.	
	If you would like to withdraw your consent at any time, please advise council in writing.	
<b>5. Supporting information required to be submitted with this application</b>	<b>Property owner signature:</b>	Date: _____/_____/202____
	<input type="checkbox"/> A detailed site plan showing: <ul style="list-style-type: none"> <li>the location of the proposed temporary home;</li> <li>plans and specifications of the proposed temporary home and associated amenities;</li> <li>screening/landscaping to protect the amenity of the area.</li> </ul> Purpose of the temporary home:  <input type="checkbox"/> Copy of current building approval for the permanent dwelling and expected completion date. <input type="checkbox"/> Letter from your bank or lender confirming that you can fund the permanent dwelling.	
<b>6. Request for reduced fee due to personal circumstances</b>	Personal circumstances may include (but are not limited to): <ul style="list-style-type: none"> <li>a death in the family resulting in a loss of income or housing</li> <li>chronic illness in the household resulting in a loss of income</li> <li>prolonged unemployment</li> <li>significant reduction in income for a protracted period; or</li> <li>displacement due to a natural disaster.</li> </ul> Council will assess each application on its merits.	
<b>Fees &amp; Charges</b>	Applications can be made either in person at 29 Channon Street, Gympie (8:30am – 4:30pm) or via email to Council@gympie.qld.gov.au. Invoices are issued to applicants upon receipt of the application and payment can be made online at: payments.gympie.qld.gov.au	
	Application for Approval: \$472.00 Application for Extension of Approval: 1st Extension \$236.00 2nd Extension \$236.00	
<b>Office Use Only</b>	Receiving Code T356 for invoice 15099 without invoice <b>Receipt number</b> _____	
	<b>Paid:</b>	<b>Date:</b> _____/_____/202____
Record keeping: Community Sustainability  Where application is made for approval of the occupation of a non-residential building AND a caravan/other, application is to be made through Council's Community Sustainability Directorate (Building Services) and the non-residential building fee applies.		