



Temporary Occupation

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Application to Occupy a Temporary Dwelling Structure or Movable Dwelling
Section 68, Local Government Act, 1993

Office Use		Records Only
Date	Application ID: LG LGTempOcc	
Amount:	Land ID:	
Receipt No:	Related DA no:	

Land

No: Street/Road.....
Locality
Lot No..... Sec..... Deposited Plan No.....

Applicant/Owner

Name(s) or Company
Postal Address
..... Postcode.....
Telephone: Business Mobile..... Private.....
Email Address..... Fax.....
Name (Print)..... Signature.....
Name (Print)..... Signature.....
Date...../...../.....

Temporary Dwelling Details

Does the property have a Dwelling Entitlement? Yes £ No £ (Clarify with Council prior to lodgement of application)

What period Licence is required from (date) to (date)

What type of structure or dwelling will be used as the temporary occupation:

What purpose is the temporary dwelling required for?

* **State purpose** e.g.: *Temporary accommodation of applicant pending construction of permanent residence*
Temporary accommodation of applicant's relatives during holiday period.

Describe the size and type of structure/dwelling

APPROVAL TO OCCUPY A TEMPORARY STRUCTURE OR MOVABLE DWELLING

Section 68, Local Government Act 1993

You are advised that under the above provisions of the Local Government Act any person who uses a temporary structure or movable dwelling (e.g. tent, caravan or shed) for human habitation on more than two (2) consecutive days must first obtain a licence from this Council.

Council may grant such a licence subject to any conditions regarding the securing of sanitary conditions and may impose a licence fee. The Council has resolved that a licence fee in accordance with Council's Revenue Policy will apply where licences are granted and this fee will be for any period up to twelve (12) months.

Any annexe erected must comply with Part 5 of the Local Government (Caravan Parks and Camping Grounds) Transitional Regulations, 1993.

The erection of timber structures beside caravans for use as "temporary" annexes is not permissible. Only annexes approved for use on caravan parks are acceptable.

Applicants **PLEASE NOTE**, where a temporary structure is to be used for accommodation whilst constructing a dwelling house, plans for dwelling house **MUST** be lodged with Council.

- **for rural residential allotments a development application for the permanent dwelling must be lodged within 3 months**
- **for large rural allotments a development application for the permanent dwelling must be lodged within 12 months**

Please complete enclosed application form and return to this office within fourteen (14) days.

Privacy & Personal Information Protection Act

The personal information that council has collected from you is personal information for the purposes of the Privacy and Personal Information protection Act, 1998.

The intended recipients of the personal information are:

- Officers within the Council;
- Any other agent of the Council; and
- Public sector agencies.

The supply of the information by you is required by law. Failure to provide this information will prevent Council determining this matter.

Council has collected this personal information from you in order to assist it in its determination of this matter. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the PPIPA. Council is to be regarded as the agency that holds the information.

Owner's consent - Where the owner is a company

If the owner of the land is a company, the company must sign as the owner. Section 127 of the Corporations Act 2001 details how a company may execute a document. This outlines the following requirements:

A Company may execute a document without using a common seal if they document is signed by:

- two (2) directors of the company; or
- a director and a company secretary of the company; or
- for a proprietary company that has a sol director who is also the sole company secretary - that director.

Where the owner of the land is a company, and owner's consent is provided on documentation accompanying the form, Council requests that the names and positions held (e.g. Company Director) by those signing the form are clearly printed adjacent to the relevant signature(s).

Where the owner is identified as a Body Corporate

Where the owner is identified as a Body corporate, the following is required:

- Body Corporate Seal; and
- A letter of consent signed by the Chairperson and Secretary.
or
- Body Corporate Seal; and
- Body Corporate resolution consenting to the proposal (i.e. minutes of meeting where proposal was adopted); and
- two (2) signatures, one of which must be the Chairperson.
or
- a signed letter of consent from each lot owner covered by the Body Corporate.