



CASSOWARY COAST REGIONAL COUNCIL

PO Box 887

INNISFAIL QLD 4860

Ph: 1300 763 903

Email: enquiries@cassowarycoast.qld.gov.au

Approved Form 5.4 Temporary Home

Applicable Law:

Cassowary Coast Regional Council Local Law No. 1 (Administration) 2022

Cassowary Coast Regional Council Local Law No. 5 (Temporary Homes) 2022

Council Reference:

Property Number:

Note: These numbers are important and should be used on all correspondence in relation to this matter.

Your Application will not be properly made unless the Approved Form 1.7: Application to Council (What I Want) is attached

Note: the applicant is the person responsible for making the application and need not be the owner of the land. The applicant is responsible for ensuring the information provided on all Cassowary Coast Regional Council application forms is correct. Any approval that may be issued as a consequence of this application will be issued to the applicant.

Information regarding the Temporary Home

Is the Applicant the owner of the Premises?

Yes

No

If no, the owner must complete the following section.

Owner details

Name of owner

Postal address

Owner's signature

Date

Owner's consent must be signed as follows: If sole land owner, by that person; or if joint land owners, by one of the owners; or if body corporate, by affixing the seal; or in any case, by an authorised agent or representative of the owner, attaching a copy of the authorisation.

Is there a current development approval to erect a dwelling on the relevant Premises which dwelling (or a part of which dwelling) will be used as a permanent or indefinite place of habitation?

Yes

No

If yes, attach evidence that the relevant approval has been granted or an application for the relevant approval has been made.

Does the Applicant intend to occupy the temporary home?

Yes

No

If no, who will be occupying the temporary home?

Provide the dates it is proposed that the temporary home will be occupied.

_____ / _____ / _____ to _____ / _____ / _____

What is the proposed source of water? If tank water, provide capacity.			
How is water to be supplied to the temporary home?			
What is the proposed means of disposal of waste water?			
What is the proposed means of disposal of effluent?			
What is the total time proposed to be taken for the construction of the permanent dwelling?			
If this is a renewal, have you complied with the conditions of your previous permit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	<i>If no, attach information to support why the permit should be granted.</i>		
If this is a renewal, has substantial progress been made towards the completion of the permanent dwelling?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	<i>If yes, attach information identifying progress made. If no, attach information in support of why the permit should be granted.</i>		
What are the dimensions of the temporary home?			
Describe the construction materials and methods of construction of the temporary home?			
What is the external treatment of the temporary home, if any? (e.g. painted)			
Are ablution and toilet facilities provided as part of the temporary home?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are laundry facilities provided as part of the temporary home?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
What is the proposed date by which the temporary home is to be removed from the site, or demolished?	_____ / _____ / _____		

Criteria for assessment of application

General Criteria under Local Law No. 1 (Administration) 2022

Council must assess your application against the general criteria. To assist council's assessment you must provide the following information as an attachment to this application:

1. proof that you currently hold any separate approval relating to the activity that is required under another law, including proof of any conditions, plans or limitations that attach to the approval;
2. proof that the management of the activity will protect public health, safety and amenity and prevent environmental harm;
3. identify best practice management for the proposed activity;
4. if the activity is to be conducted on trust land, say why the activity is consistent with the purpose of the trust;
5. indicate how the activity will benefit the good rule and governance of the Cassowary Coast;
6. indicate how the activity will not be detrimental to the good rule and governance of the Cassowary Coast;
7. indicate whether you have been convicted of a breach of a local law within the last three years; and
8. whether an approval for the same or similar activity was given under the repealed local laws.

Additional criteria under Local Law No. 5 (Temporary Homes) 2022

Council must assess your application against the additional criteria that apply to this activity specifically. To assist Council's consideration please provide the following information as an attachment to this application:

9. proof that the temporary home is not intended to be used as a permanent or indefinite place of habitation;
10. a copy of the current development approval to erect a dwelling on the premises;
11. proof that the temporary home has a sufficient source of water supply and sufficient means of disposal of effluent and refuse to ensure that minimum standards of health and hygiene for safe human habitation can be established and maintained;
12. proof of the total time proposed to be taken for the construction of the permanent dwelling;
13. for a renewal application:
 - proof of whether there has been substantial progress towards the completion of the permanent dwelling;
 - proof of demonstrated compliance with the conditions of the approval.

I/ We declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application

PRINT NAME..... SIGNATURE..... DATE.....

Information Privacy Statement:

Your personal information has been collected for the purpose of assessing your Application for a Permit. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.

Office Use Only					
2024/2025 Fee	Cashier Initials	Fee Paid	Date	Receipt #	Application #
\$450.00 (no GST)					



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Approved Form 1.7 Application to Council (*What I Want*)

Applicable Law:

Cassowary Coast Regional Council Local Law No. 1 (Administration) 2022

For most applications to Council, you must complete Approved Form 1.7: Application to Council (*What I Want*) and an approved form relevant to your application, provide the supporting documentation identified in the approved forms and make payment of the prescribed fee.

Type of application

<input type="checkbox"/> Prescribed Activity	<input type="checkbox"/> Amendment	<input type="checkbox"/> Renewal
<input type="checkbox"/> Non-Prescribed Activity	<input type="checkbox"/> Transfer	

Applicant details

Note: the applicant is the person responsible for making the application. The applicant is responsible for ensuring the information provided on all Cassowary Coast Regional Council application forms is correct. Any approval that may be issued as a consequence of this application will be issued to the applicant. The applicant may be, for example, the driver of extraordinary traffic on a local government road.

Applicant's name:	Title	First name	Surname
Applicant's phone:			
Applicant's email:			
For companies: Business name			
ABN:			
Director name/s:			
Name of Agent / Contractor (if not the applicant)			
Contact number/s:			
Email address:			
Residential address:			
Postal address:			

New Permit - provide a brief description of the activity you want permitted

Property where the activity is to take place (if applicable)			
Property ID Number: <i>To be completed by Council if not known</i>	<i>Note: This number is important and should be used on all correspondence relating to this matter</i>		
Property address:			
Property description: (lot and plan)	Lot No.	Plan No.	
Name of owner of property if not the applicant: <i>(e.g. company)</i>			
Street/Park Name:			
Is the property privately owned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	If no, please provide property owner name & phone:		
Is the property a dwelling unit or multi-residential?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is the property in the Environmental Management and Conservation Zone?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Other Approved Forms to be attached for Prescribed Activities			
<input type="checkbox"/> Approved Form 1.7 Application for renewal	<input type="checkbox"/> Approved Form 1.12 Transfer of permit	<input type="checkbox"/> Approved Form 1.13 Request to amend conditions	<input type="checkbox"/> Approved Form 1.23 Request for enforceable undertaking
<input type="checkbox"/> Approved Form 2.15 Keeping of animals	<input type="checkbox"/> Approved Form 2.17 Breeding of animals	<input type="checkbox"/> Approved Form 2.39 Request to reclaim an impounded animal	<input type="checkbox"/> Approved Form 2.40 Surrender of animal to Council
<input type="checkbox"/> Approved Form 4.8 General activity – Busking, Fundraising, Public Education & Information Displays	<input type="checkbox"/> Approved Form 4.8 General activity – Commercial Filming or Photography	<input type="checkbox"/> Approved Form 4.8 General activity – Extension of Liquor Licenced Area (Resorts)	<input type="checkbox"/> Approved Form 4.8 General activity – Footpath Dining
<input type="checkbox"/> Approved Form 4.8 General activity – Markets	<input type="checkbox"/> Approved Form 4.8 General activity – Mobile Road Side Vending and Stationery Vending	<input type="checkbox"/> Approved Form 4.8 General activity – Temporary Entertainment Event	<input type="checkbox"/> Approved Form 4.8 General activity – Weddings
<input type="checkbox"/> Approved Form 4.8 General activity – Other general activities	<input type="checkbox"/> Approved Form 4.13 Driving or leading animals	<input type="checkbox"/> Approved Form 4.18 Depositing of goods and materials	<input type="checkbox"/> Approved Form 4.23 Alteration or Improvement to Local Government Controlled Areas or Roads
<input type="checkbox"/> Approved Form 4.28 Mooring	<input type="checkbox"/> Approved Form 5.4 Temporary Home	<input type="checkbox"/> Approved Form 6.10 Use of a Bathing Reserve or Foreshore	<input type="checkbox"/> Approved Form 6.23 Exclusive Use of a Life Saving Club Area
<input type="checkbox"/> Approved Form 7.4 Disturbance of Human Remains Outside of a Cemetery	<input type="checkbox"/> Approved Form 7.10 Burial or Placement Outside of a Cemetery	<input type="checkbox"/> Approved Form 7.15 Disturbance of Human Remains in a Cemetery	<input type="checkbox"/> Approved Form 7.20 Burial or Disposal of Human Remains in a Cemetery
<input type="checkbox"/> Approved Form 7.25 Erection of a Memorial, Vault, Columbarium or Full Grave Slab	<input type="checkbox"/> Approved Form 8.5 Operation of a Camping Ground, Caravan Park or Shared Facilities Accommodation	<input type="checkbox"/> Approved Form 9.10 Parking	<input type="checkbox"/> Approved Form 10.5 Advertising Device
<input type="checkbox"/> Approved Form 11.4 Cane Railway Operation	<input type="checkbox"/> Approved Form 12.20 Hire of a Metered Standpipe	<input type="checkbox"/> Approved Form 12.23 Installation of a Subsidiary Meter	

Other Approved Forms to be attached for Non-Prescribed Activities

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Checklist:

For most applications to Council, you must complete Approved Form 1.7: Application to Council (What I Want) **and** an approved form relevant to your application, provide the supporting documentation identified in the approved forms and make payment of the prescribed fee.

I have attached the additional Approved Form required for my application.

I/ We declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application

PRINT NAME..... SIGNATURE..... DATE.....

Payment options

In person	As of 1 July 2022, Cassowary Coast Regional Council will no longer accept payments by cash or cheque at Customer Service Centres, and other Council run facilities. You can pay via EFTPOS at the Customer Service Centres between 8:30am to 4:30pm Monday, Tuesday, Thursday & Friday; and 9:30am to 4:30pm on Wednesdays (excluding public holidays).
Over the phone	<input type="checkbox"/> Please tick if you would like to pay by credit card and an officer will call you to take payment after your application form is received.
By BPay	<input type="checkbox"/> Please tick if you would like an invoice to be emailed so you can pay by BPay.

OFFICE USE

Application Number:	
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General Application to accompany all applications to Council for permits to undertake prescribed activities and non-prescribed activities. This Approved Form 1.7 Application to Council (What I Want) is approved by the Chief Executive Officer for the local laws.

The Council may, by written notice, request the applicant to provide further reasonable information or clarification of information, documents or materials to be included in the application. Council may require an application to include site plans, management plans, relevant consents, evidence of public liability insurance etc. Please not an application to Council may require approvals under another Act, for example in relation to development, building, liquor carriage of goods and business licensing etc. Should the applicant not provide information, documents or materials to be included in the application, the application may lapse. See Section 7 Cassowary Coast Regional Council Local Law No 1 (Administration) 2022.

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