

TEMPORARY AND MOVEABLE ACCOMODATION POLICY

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 17 June 2025
Amended:

Objective: This policy provides guidance to support applications seeking an approval for temporary moveable accommodation on private property or in an area other than a caravan park or camping ground.

Policy: **Scope**
This policy applies specifically to temporary moveable accommodation, such as caravans, camper trailers, and other similar mobile dwellings. It does not apply to fixed or non-moveable forms of temporary accommodation such as dongas, sheds, or other buildings, which require a formal planning application in accordance with the Shire's local planning framework.

A person may stay in temporary accommodation on a property for up to 5 nights per 28-day consecutive period without Shire approval. A person staying in temporary accommodation on a property for more than 5 nights per 28-day consecutive period requires Shire approval.

The Shire can approve one temporary accommodation application for up to 24 months per allotment. An applicant may reapply after 24 months to renew their application.

The Shire may consider an additional temporary accommodation application on the same lot, but the maximum term for any additional application is 3 months. Any period longer than 3 months requires approval from the Minister for Local Government, Sport and Cultural Industries. If an applicant is seeking to camp on a State or Federal reserve, approval must be obtained from the relevant authority who manages that land.

Practice

This policy is supported by the Shires temporary accommodation guidelines, application and assessment process. For applications to be considered, the requirements detailed in the guidelines must be adhered to.

The applicant must own or have a legal right to occupy the land and is to complete the application form and submit to the Shire with the applicable fee.

Applications will not be considered in the Commercial and Town Centre zones.

Any camp is to be located wholly on the property and be at least 1 metre from the property boundary, at least 1 metre from vehicle access areas, and at least 1.8 metres from structures. Occupiers of adjacent properties will be notified in writing and the responses will be considered prior to the approval of any application.

Approvals will only be granted where health, safety and hygiene requirements have been met. This includes the following requirements:

- power
- potable water
- waste water management
- cooking and laundry facilities
- emergency management (fire suppression and smoke detection)
- waste and recycling (rubbish collection service or waste management plan is required)
- any other requirement at the request of the Shire.

Upon receipt of an application and fee, the Environmental Health Officer will assess the application, conduct an evaluation of the site, and issue a permit where the application is approved. Follow-up site assessments may be conducted throughout the duration of the approval period by an authorised officer.

Approval can be for a maximum period for 24 months, and any reapplication will require the completion of a new form, fee payable and be accompanied by a structural report confirming the integrity of the habitable camp.

The temporary accommodation cannot be used as holiday rental or for tourism purposes.

Should the temporary accommodation cease prior to the expiry of the permit, the local government must be notified. No refund is applicable.

The Shire reserves the right to withdraw an approval, where a breach of an approval condition has occurred.