

East Gippsland Shire Council

273 Main Street (PO Box 1618)
Bairnsdale VIC 3875
Website www.eastgippsland.vic.gov.au
Email feedback@egipps.vic.gov.au
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Telephone: (03) 5153 9500
Fax: (03) 5153 9576
National Relay Service: 133 677
ABN: 81 957 967 765

Application to Occupy a Temporary Dwelling Bushfire Recovery

General Local Law 2017

This form is for an application for the use of a Temporary Dwelling. It applies only for a property where a dwelling that was a primary place of residence was destroyed in the 2019/20 bushfires and the property owner is able and intends to rebuild a permanent dwelling on the property.

There are some hard words in this form. The hard words are in blue. You can read what the words are on page 3

Name:			
Business Trading Name: (if applicable)			
Postal Address:			Postcode
Phone Number: Home:	Work:	Mobile:	
Email address:			
Address of Temporary Dwelling:			
			Postcode
Type of Temporary Structure: <input type="checkbox"/> Shed <input type="checkbox"/> Other: _____			

Is water provided to the site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Town	<input type="checkbox"/> Tank
Is power provided to the site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you connected to sewer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No		
Is your septic tank system installed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
List the type of facilities provided for sanitation, laundry and bathing: _____		

Do you have a building permit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Permit Number:		
Building Surveyor:		

I declare that my primary place of residence was destroyed on this property in the 2019/20 bushfires and I intend to rebuild.
Signature of landowner: _____ / ____ / _____

Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail feedback@egipps.vic.gov.au

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Please attach the following:

- Site plan, showing the location for the temporary **dwelling**, access, setbacks from boundaries and areas of vegetation
- Bushfire assessment showing BAL rating for the temporary **dwelling** location
- Information demonstrating capacity to rebuild

All areas on the application form must be completed before a permit can be issued.

Please allow 2-3 weeks for processing.

Guidelines for Temporary **Dwelling** Permit

This permit relies on the permit holder meeting these guidelines and any other **statutory obligation** associated with the activity.

1. The property owner shall demonstrate commitment and capacity to rebuild or a course of action that they are undertaking to gain the capacity to rebuild.

Note that most landholders will already have information to support this and for example this could be in the form of:

- ☐ *Contract with a builder, or*
- ☐ *Letter from bushfire financial counsellor or other accredited independent financial counsellor/professional.*

2. Given the likely duration of this permit, temporary accommodation will be permitted in a location that has been assessed for bushfire risk and has a Bushfire Attack Level (BAL) rating of BAL 29 or lower, unless subject to specific assessment by CFA.

3. Proposed temporary accommodation structures may be caravans (with or without annexes), movable dwellings or fixed structures such as sheds.

Note: A building permit may be required for construction, alteration or change of use of a structure e.g. shed.

A temporary accommodation permit does not remove the need to obtain a building permit, if required.

4. **Provision** is made on site for **sanitation**, laundry and bathing facilities.

5. There is reliable power on site and a ready supply of drinking water.

6. A smoke alarm is installed and maintained in good working order.

7. A permit issued in accordance with these guidelines shall be for an initial period of 18 months. Renewal of this permit would be contingent on the owner of the property demonstrating continued progress towards a permanent rebuild, to the satisfaction of Council and extension is limited only to one period of eighteen (18) months.

This may include, for example, through:

- ☐ *Development of house plans, or*
- ☐ *Engagement of a builder or building industry professional, or*
- ☐ *Application for planning approval, or*
- ☐ *Other progress towards obtaining a building permit*

8. After the issue of a certificate of occupancy for a **dwelling** or on expiration of the permit for the temporary **dwelling**, the temporary **dwelling** must be removed or remodelled in accordance with permit rules.

9. Access is to be provided via an all-weather road, at least 3.5m in width.

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Hard Words:

Dwelling: A house, flat, or other place of residence

Statutory Obligation: A required course of action to which a person is morally or legally bound

Provision: The action of providing or supplying something for use

Sanitation: Conditions relating to public health, especially the provision of clean drinking water and adequate sewage disposal.

Submitting your application:

Mail	Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 BAIRNSDALE VIC 3875.	
Electronic	Fax to 03 5153 9576 Email to feedback@egipps.vic.gov.au	
In Person	Bring the completed form and supporting documents to any of the following locations;	
	Service Centre Opening Hours: 9.00am to 5:00pm. Monday to Friday.	Bairnsdale Corporate Centre: 273 Main Street. Lakes Entrance Service Centre: 18 Mechanics Street. Omeo Service Centre: 179 Day Avenue. Orbost Service Centre: 1 Ruskin Street. Paynesville Service Centre: 55 The Esplanade.
	Mallacoota Service Centre Opening Hours: Monday and Tuesday 10.00am to 2.00pm Wednesday, Thursday, Friday 2.00pm to 5.00pm	Mallacoota Service Centre: 70 Maurice Avenue

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