

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
Follow us on Twitter @egsc



Telephone: (03) 5153 9500
Fax: (03) 5153 9576
National Relay Service : 133 677
ABN: 81 957 967 765

Application to Occupy a Temporary Dwelling

General Local Law 2017

This permit has a fee of \$121.00.

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				
Dates Occupied: From: ____/____/____ To: ____/____/____								
Type of Temporary Structure: <input type="checkbox"/> Shed <input type="checkbox"/> Other: _____								
Reasons for Temporary Dwelling: _____								

Do you have a building permit? <input type="checkbox"/> Yes <input type="checkbox"/> No
Permit Number:
Building Surveyor:
List the type of facilities provided for sanitation, laundry and bathing: _____

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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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
When do you expect the permanent dwelling to be finished? ____/____/____		
Please note a permit will not be issued for longer than six (6) months.		
Can you see the temporary dwelling from the street?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any objections from the neighbour/s?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please attach a list of Names and Address of neighbours that you have consulted with.		
Please attach a site plan of the location for the temporary dwelling.		

All areas on the application form must be completed before a permit can be issued.
Please allow 2-3 weeks for processing.

Rules for Temporary Dwelling Permit

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

1. A building permit for the construction of a dwelling has been issued in respect of the site.
2. Provision is made on site for sanitation, laundry and bathing facilities.
3. There is reliable power on site and a ready supply of drinking water.
4. The permit is for a period of no longer than six (6) months and by application may be extended by one period of six (6) months.
5. 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.

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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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