

Application to reside in temporary accommodation on private property

This document is designed to assist residents who may wish to reside in temporary accommodation, caravan or tiny home, on property they either own or have legal rights such as a tenant. Approval may be granted in accordance with legislative requirements and the City of Swan's policies and procedures.

The City of Swan reserves the right to revoke the approval based on any complaints received that in the opinion of the City, unduly affects people's amenity, or on any other grounds that the City deems necessary to protect peoples health, safety and wellbeing.

New application

Renewal of existing approval: License

Applicants details

Name (surname) (first name)

Address

Email

Phone (office hour)

Mobile

Property owner's details and consent (if different from applicant)

Name (surname) (first name)

Phone (office hour)

Mobile

I/we

being the property owner(s) of

(address of property subject to application) indicate our support for the applicant above to reside in temporary accommodation on this property as approved by the City of Swan.

Signature(s)

Date

Temporary Accommodation details

Property address

Number of people temporarily residing

Type of temporary accommodation

Caravan

Tiny home

Camping in temporary facility such as a bus or temporary structure eg: accommodation pod

Other

Description of temporary accommodation (number, type, vehicle rego details, location etc)

Type of Wastewater disposal system (tick as appropriate)

Connection to sewer

Connection to existing onsite effluent disposal system

Connection to new onsite effluent disposal system

Source of potable water onsite (tick as appropriate)

Connection to scheme water

Connection to water tank Capacity of tank:

Description of electrical supply

Acknowledgement of bushfire risk

I/we _____ (applicant)

of _____ (address) acknowledge that the temporary accommodation has not been designed to withstand a bushfire and is not considered defendable.

We understand that should a bushfire threaten this property, it is the recommendation of the City of Swan that we evacuate at the earliest opportunity.

Signature(s)

Date

Required supporting documentation (new applications only)

Please provide a sketch plan of the property showing where:

- The temporary accommodation is to be located
- The proximity to houses on adjoining land
- The effluent disposal system to be used (if applicable)
- The location of ablution facilities (these must have a toilet pedestal, shower, wash trough and kitchen sink).

Application Fee

Please note there is a fee for approval of a Temporary Licence under the *Caravan Parks and Camping Grounds Act 1995* which is required to be paid in advance of any application being processed.

The fee is currently **\$200**

Lodging this form

To lodge this request, please return the form to the City by one of the following:

In Person: City of Swan Administration Centre, 2 Midland Square, Midland between 8am to 4.30pm Monday to Friday or alternatively at any City of Swan Library (please check website for location and library opening hours).

By Mail: PO Box 196, Midland WA 6936

By Email: swan@swan.wa.gov.au

Signature of Applicant

Date

Payment Options

Pay in Person

Pay via cash, EFTPOS, cheque, money order or credit card at:
Cashier at City of Swan Administration Centre,
2 Midland Square, Midland
between 8.00am and 4.30pm Monday to Friday.

Pay by Mail

Send a cheque or money order payable to the City of Swan to PO Box 196 Midland WA 6936.

Pay by Credit Card

For credit card payments not made in person please ensure your contact details (mobile/phone/email) are provided on the application form, as you will be contacted by a member of the City's Customer Experience team to arrange payment once your application has been received.

Note: A fee of 0.4% of the transaction value applies to all card payments.

Please note: payment must be received before your application can be assessed.

If you require further information, you may contact the City of Swan's Health Services on **9267 9267** or visit www.swan.wa.gov.au.