



# Application for Occupation of a Temporary Home

Mackay Regional Council Local Law No. 1 (Administration) 2011;  
Subordinate Local Law No. 1.3 (Establishment of Occupation of a Temporary Home) 2011.

**Privacy Notice:** Mackay Regional Council is collecting this information in order to process your Application. Please be advised that Council under Legislation may be required to provide your details to a relevant State Department/Agency when requested or to a collection agency that has been employed by Council for the recovery of unpaid fees. In all other circumstances, this information will only be disclosed to a third party with your written authorisation or as required by law.

**P:** 1300 622 529 | **E:** [council@mackay.qld.gov.au](mailto:council@mackay.qld.gov.au) | **F:** 07 4944 2400 | PO Box 41 Mackay QLD 4740 | **ABN:** 56 240 712 069  
**CS Centres:** Mon-Fri, 8:30am-4:30pm | Civic Precinct, Gordon St, Mackay | 65 Broad St, Sarina | 20 Victoria St, Mirani

For your application to be assessed you must:

- Complete all relevant sections;
- Provide all supporting information referred to on this form; and
- Submit with the relevant fee.

Contact council if you have any specific enquiries regarding fees or how to complete this form. Please type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

## SECTION A – APPLICANT DETAILS

Title:  Mr  Mrs  Ms  Miss  Other:

Family Name:

Given Name/s:

Postal Address:

Suburb:

Post Code:

Home Phone:

Work Phone:

Mobile:

Email:

## SECTION B – TEMPORARY HOME DETAILS

*Note: the maximum time granted for an approval is 18 months. An approval cannot be renewed.*

Proposed Temporary Home Address:

Suburb:

Post Code:

Real Property Description (Lot/Plan):

Length of time for which approval is required:

List the name/s of each person who is to occupy the temporary home:

Reason for temporary home:

*Provide details of access to each of the following:*

Toilet:

Laundry:

Bathing:

Water Storage:

Refuse Facilities:

## SECTION C – LANDOWNER CONSENT

*Landowner consent is required if the applicant is not the owner.*

Landowner Name:

Signature:

Date:

## SECTION D – ATTACHMENTS

### Please provide:

1. A drawing showing design and dimensions of the proposed temporary home;
2. Details of the material out of which the temporary home (or is to be) constructed and other structural details of the temporary home;
3. Layout of the property identifying the proposed location of the temporary home;
4. If a permanent residence or permanent structure is proposed to be constructed on the land the subject of the application, a copy of the development approval for the permanent residence or permanent structure;
5. If the applicant or another person is to live on site during construction of a permanent residence or permanent structure on the land, an independent itemised valuation of the construction cost (of both the proposed temporary home and the permanent residence/structure), including an itemised valuation based on recognised current building industry rates covering all areas that are applicable to the construction of the temporary home, and the permanent residence or permanent structure including, without limitation, the outstanding cost of purchase of the land, the cost of construction of the proposed temporary home and the cost of construction of the proposed permanent residence or permanent structure;
6. Proof that the financial resources of the applicant are such that the applicant can fund the construction of the temporary home and the permanent residence or permanent structure;
7. If the applicant is an owner/builder, verification that the cashflow of the applicant will be sufficient to fund the construction of each of the temporary home and the permanent residence or permanent structure;
8. If the applicant is an owner/builder, evidence that the applicant is registered as an owner/builder with the Queensland Building Services Authority;
9. A progress chart or similar timetable showing significant milestones during the process of construction of each of the temporary home and the permanent residence or permanent structure to enable the term of the proposed approval to be fixed by the local government; and
10. Evidence that approvals have been obtained for each of – Town Planning, Building, Plumbing and Trade Waste as required. If you believe that any one, or all, or these approvals are not required to support this application, you must provide written evidence in support of your claim.

## SECTION E – APPLICANT DECLARATION

- I declare the information provided in this application to be true and correct.

Applicant Name:

Signature:

Date:

## PAYMENT OPTIONS

For a complete list of fees and charges, please refer to council's [Fees and Charges](#).

**CREDIT CARD** | We accept Visa or MasterCard. We do not accept American Express.

**CHEQUE** | Make your cheques payable to Mackay Regional Council.

**CASH OR EFTPOS** | You can pay at any of Council's Customer Service Centres.

## OFFICE USE ONLY

Reference number: LC/H&RS/PP

Date:

Amount:

File number:

Receipt number:

Cashier: