

APPLICATION TO OCCUPY TEMPORARY DWELLING

Subordinate Local Law 1.3 – Establishment or occupation of temporary home 2011



Purpose	This form allows you to apply for approval to live in a temporary structure for a set period of time, usually while a permanent dwelling is being constructed.			
Applicant details	Full name _____ Postal address _____ Suburb _____ State _____ Post code _____ Contact phone number _____ Email address _____			
Temporary dwelling details	Date to be occupied _____ Note: If the property is in an area where garbage collection is available, waste collection charges will commence from this date. Proposed vacate date _____ Address _____ Suburb _____ State _____ Post code _____ Legal description (lot on plan) _____ Structure type: <input type="checkbox"/> Building <input type="checkbox"/> Caravan <input type="checkbox"/> Other _____ Wastewater service utilised: <input type="checkbox"/> Sewerage <input type="checkbox"/> Septic			
Permanent dwelling building plan details	Commencement date _____ Estimated occupancy date _____ Approved building permit number _____			
Submit this information with application	The following information is required to be submitted with this application. Please tick to indicate that you are submitting this information. <input type="checkbox"/> A letter to Council that outlines how your proposal complies with local law provisions. Refer to <i>Subordinate Local Law 1.3 – Establishment or occupation of a temporary home 2011</i> on Council's website. <input type="checkbox"/> Approved building plans for the permanent dwelling.			
Applicant declaration	I declare that the information provided on this form and attachments is true and correct in every detail. Signature _____ Date _____			
Office use only	Date	Fee	Receipt number	Assessment number

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Payment Payment must be made prior to assessment being undertaken	<input type="checkbox"/> In person <ul style="list-style-type: none">» 103 Walker Street, Townsville City (Cash, cheque, EFTPOS and/or credit card (Mastercard or Visa)).» CityLibraries Thuringowa, 86 Thuringowa Drive, Thuringowa Central (card payments only). <input type="checkbox"/> Credit card by phone (provide phone number to call) _____ (Visa or MasterCard payments are subject to a 0.5% payment processing fee)
Privacy collection statement	Townsville City Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which council manages personal information is governed by the <i>Information Privacy Act 2009</i> . We are collecting your personal information in accordance with <i>Subordinate Local Law 1.3 – Establishment or occupation of temporary home 2011</i> . The information will be used to process this application to occupy a temporary dwelling, update Council's records, and inform compliance activities as necessary. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you give your consent to this disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.
Submit the form	Submit via email: developmentassessment@townsville.qld.gov.au Submit by mail: Return your completed application form together with cheque/money order payable to Townsville City Council, PO Box 1268, TOWNSVILLE CITY QLD 4810. Submit in person: Townsville City Councils Customer Service Centre/Service Point located at: <ul style="list-style-type: none">» 103 Walker Street, Townsville City (cash, cheque, EFTPOS and/or credit card (Mastercard or Visa))» CityLibraries Thuringowa, 86 Thuringowa Drive, Thuringowa Central (card only).