

# Application to reside in temporary accommodation

This document is designed to assist residents who may wish to reside in temporary accommodation, caravan or tiny home on wheels 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.

Applications for small, transportable residences do not fall under this process. Applicants must ensure they have the required Statutory Planning and Building Services approvals required before constructing or living in these types of structures.

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 people's health, safety and wellbeing.

**New application**

**Renewal of existing approval: License**

## Applicants details

The Applicant is to be the person who will be residing in the temporary accommodation

**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 on wheels

Camping in a temporary facility, such as a bus or a similar temporary structure

Other

Description of temporary accommodation

## Vehicle registration details

The City will issue an approval of temporary accommodation for licensed vehicles only. If vehicle registration details are unknown, the City will issue a Conditional Approval until the information is provided.

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

## Bushfire Risk

It is important that temporary accommodation located on bushfire-prone properties have the necessary fire prevention measures in place. In these situations, applicants are required to sign the Acknowledgement of Bushfire Risk section below, as well as submit a Bushfire Plan. To find out if the property is in a bushfire-prone area, visit: [www.dfes.wa.gov.au/hazard-information/bushfire/bushfire-prone-areas](http://www.dfes.wa.gov.au/hazard-information/bushfire/bushfire-prone-areas). For information on creating a Bushfire Plan, visit: [www.dfes.wa.gov.au/hazard-information/bushfire/prepare](http://www.dfes.wa.gov.au/hazard-information/bushfire/prepare).

### 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)

The following documents are required in the application submission:

- A plan showing the internal layout of the Temporary Accommodation
- A site plan showing the location of the temporary accommodation on the property and its proximity to existing structures
- The proximity to houses on adjoining land
- The effluent disposal system to be used (if existing)
- The location of ablution facilities (these must have a toilet pedestal, shower, wash trough and kitchen sink)
- Copy of valid vehicle registration for temporary accommodation
- Bushfire Management Plan (if applicable).

### 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

By submitting this application, the Applicant declares that the information provided in this form is true and correct.

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](mailto: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](http://www.swan.wa.gov.au).