

# Initial Application for Temporary Accommodation (up to 24 months)

**Note:**

1. Fees to be paid upon application. Fee increase may apply on 1 July each financial year.
2. Please allow 14 business days processing time.
3. Please make sure you read the **Temporary Accommodation Guidelines** before completing this application form.
4. Completed form to be emailed to: [health@kwinana.wa.gov.au](mailto:health@kwinana.wa.gov.au) An invoice will be provided upon application. Please do not email credit card details.

**Application Fee:** \$168 (no GST) (fee type 95)  
**Inspection Fee:** \$168 x 2 (no GST) (fee type 128)  
**Total Fees Payable:** \$504

**Expedited Service Fee:** \$168 (No GST) (fee type 158)  
 Do you require the approval within 10 business days? Yes/No

**Applicant Details**

Name:	
Current Address:	
Postal Address if different from above:	
Phone:	Mobile:
Email:	Preferred Method of Contact:

**Owner Details (only complete if applicant is not the owner of the Property)**

Name:	
Current Address:	
Postal Address if different from above:	
Phone:	Mobile:
Email:	Preferred Method of Contact:

**Property Details**

Temporary Accommodation Address (the Property):
Is this a vacant property?

Are you situated in a bushfire prone area? Please check link showing map - <https://maps.slip.wa.gov.au/landgate/bushfireprone/>

If yes, a minimum of 3 metres defensible space is required.

Total number of unrelated persons residing on the property (including main house):

Anticipated period of temporary accommodation (no more than 24 months):

Start date:

End date:

Reason for temporary accommodation:

Will this temporary accommodation be considered a [Short Term Rental Accommodation](#)? (i.e. you rent out the temporary accommodation for periods of less than 3 months in a calendar year)

### Temporary Accommodation Details

Type of temporary accommodation (e.g. shed, caravan, tiny home on wheels)

Make and model of vehicle:

Vehicle registration number:

Dimensions of the temporary accommodation (height x width x depth in metres):

Number of persons residing within the temporary accommodation:

Occupant names and ages:

Effluent disposal (sewer/approved effluent disposal system and size):

Potable water supply (mains/rainwater tank and size):

Reticulated power supply:

Description of power supply (e.g. Separate connection, running to main house with RCD protection, solar power):

Reticulated gas supply:

Bathroom, toilet and laundry facilities:

Flushable toilet

Handwash basin with hot and cold water

Shower/bath

Wash trough with hot and cold water

Washing machine

Clothes drier/clothesline

Cooking facilities:

Kitchen sink

Cooking stove

Safety facilities:

Smoke alarm

RCD

Do you have sufficient space for additional parking?

One (1) parking bay must be provided, in addition to the number of bays required for any existing residence.

Rubbish disposal – do you require additional waste bin (fee payable) and type of screening:

Signed (applicant): \_\_\_\_\_ Date: \_\_\_\_\_

## **Please Note:**

Approval is required from the City's Environmental Health Team in order to camp at a property for up to 24 months.

An Environmental Health Officer will assess your application to determine if your proposal is suitable for approval as temporary accommodation under the Regulation 11A of the *Caravan Park and Camping Ground Regulations 1997*. The assessment process will include a site inspection to verify compliance with the relevant conditions.

## **Your application must include the following details:**

1. Site plan showing location of the caravan/tiny home/temporary accommodation structure, existing dwelling, effluent disposal system, hot water system, potable water source, power mains, clothesline, screening, green waste and recycling bins.
2. Location of caravan/tiny home and setback distances from primary street, secondary street and adjoining boundaries
  - Front setbacks: Residential and Special Residential Zones: 2 metre setback where possible OR within property boundary. Rural and Special Rural Zones: as far from primary street as possible.
  - Setback from boundary of an adjoining lot: 900mm
  - Setback from existing house on same lot: 1.8 metres
3. Setback from where vehicle access point intersects with public street: 1.5 metres  
Floor plan showing sleeping areas and location of all facilities including laundry, flushable toilet, shower, laundry, basins, kitchen sink and cooking stove.
4. Specifications and certifications provided by the caravan/tiny home/temporary accommodation supplier.
5. Photo of caravan along with any attached fixtures.
6. Certificates of compliances (electrical, gas, fire equipment).
7. Building approval for temporary structures including shed.
8. Written permission from the owner of the property to park on the property.
9. Written permission from the owner of the property if using existing facilities within the main house.
10. Management plan if temporary accommodation will be occupied by a tenant.

## **Legislation:**

The proposed premises is required to comply with the following legislation:-

- *Caravan Park and Camping Grounds Act 1995*
- *Caravan Park and Camping Ground Regulations 1997*
- *Caravan Park and Camping Grounds Amendment Regulations 2024*  
<https://www.legislation.wa.gov.au/legislation/statutes.nsf>