



Offices: 102 North Road  
Postal Address: PO Box 484, ALBANY WA 6331  
Phone: (08) 9841 9333  
Fax: (08) 9841 4099  
Email: [staff@albany.wa.gov.au](mailto:staff@albany.wa.gov.au)  
Synergy Reference No: NF06639\_1

---

## TEMPORARY ACCOMMODATION

This info pack provides guidelines for people who wish to establish temporary accommodation on a block during the construction of a dwelling.

### Conditions

Approval for temporary occupation will only be granted for properties greater than 5 hectares in area and zoned by the City's Town Planning Schemes as Rural or Special Rural. Refer to Environmental Health Section staff if in doubt.

The applicant must be an owner-builder and hold a current building licence for the construction of a dwelling on the property.

The applicant must complete a Temporary Accommodation Agreement Deed.

### Approvals

The initial approval for on-site accommodation will be issued by Council for a period one year and if permission is later needed for a greater period then approval must be obtained from the Minister for Local Government.

No temporary accommodation permission will be granted for a period exceeding one year, however subject to satisfactory progress of the dwelling under construction Council may support an application to the Minister. The success of any future application to the Minister will be dependent on the progress of construction meeting the following criteria:

- Floor slab must be laid within 3 months;
- Dwelling must be at wall plate height within 8 months;
- Dwelling must be at lock-up stage within 12 months; and
- The potential for the dwelling being completed within 18 months.

### Facilities

Temporary accommodation is only permitted in a licensed roadworthy caravan. The caravan must remain in a condition that readily permits its removal at all times. Sleeping and cooking activities must be confined to the caravan.

Toilet, bathroom and laundry facilities must be provided to the satisfaction of Council's Environmental Health Section. These facilities may be in shed accommodation.

All facilities must be inspected before occupation of the temporary accommodation.

All ablution facilities must be connected to a reticulated sewerage scheme where available. Where scheme sewerage is not available the ablutions must be connected to an approved on-site sewage treatment and effluent disposal system for which approval for use has been issued by the City.

### **Fees**

A fee of ONE HUNDRED and FIFTY DOLLARS (\$150) must accompany all applications and must be paid on a pro-rata basis up to June 30.

All fees must be paid by July 1 each year subject to the satisfactory progress of the dwelling as outlined above.

### **Revocation**

Council reserves the right to revoke temporary occupation permission if it is at any time dissatisfied with the rate of progress of the dwelling, with the amenity of the site or the general terms of the approval not being complied with.

### **\*\* DISCLAIMER \*\***

This information sheet is a guide only. Verification with original Local Laws, Acts, Planning Schemes, and other relevant documents is recommended for detailed references. The City of Albany accepts no responsibility for errors or omissions.

**© City of Albany, 2009**

**DEED OF AGREEMENT  
FOR  
TEMPORARY CARAVAN ACCOMMODATION**

This is a formal Deed of Agreement between the City of Albany and the applicant(s) to reside on their property in approved temporary caravan accommodation while their permanent dwelling is being constructed on the same land.

APPLICANT(S): .....

ADDRESS:

.....  
.....  
.....

TELEPHONE NO: .....

BUILDING LICENCE NUMBER OF PERMANENT DWELLING: .....

ADDRESS OF PROPERTY FOR PROPOSED TEMPORARY CARAVAN ACCOMMODATION:

.....  
.....  
.....

REASON FOR REQUEST:

.....  
.....  
.....

PROPOSED TIMEFRAME FOR BUILDING CONSTRUCTION OF DWELLING:

.....  
.....  
.....

TYPE OF CARAVAN TO BE USED (INCLUDE LICENCE NUMBER, SIZE AND MAKE OF CARAVAN):

.....  
.....  
.....

\*\*\*\*\*

I/WE

.....

of

.....  
.....  
.....

have applied to the City of Albany for Temporary Caravan Accommodation during the construction phase of a permanent dwelling on that land.

I/We understand fully the terms and conditions of this Agreement and Guidelines for Temporary Caravan Accommodation and accept them completely.

Further, I/We will vacate and remove the temporary caravan accommodation if instructed by a Council Environmental Health Officer due to a lack of sufficient building progress as outlined in the Guidelines and where there is non-compliance with any conditions of approval, or if I/We have remained in temporary caravan accommodation for a greater period than approved by Council or the Minister for Local Government.

If in the event I/We do not vacate and/or remove the temporary caravan accommodation as instructed by a Council Environmental Health Officer, I/We permit the Council to undertake this removal at my/our cost.

Signed: .....

Date: .....

Signed: .....

Date: .....

## **APPENDIX 1**

### **REQUIRED SCHEDULE OF BUILDING PROGRESS TO SATISFY TEMPORARY CARAVAN ACCOMMODATION REQUIREMENTS**

- Floor slab to be laid within 3 months
- Wall plate height within 8 months
- Lock up stage within 12 months
- Completion of dwelling within 18 months