



Temporary Accommodation Guidelines November 2024



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1. Introduction

On the 1st of September 2024 the Department of Local Government, Sport and Cultural Industries introduced reforms for the *Caravan Parks and Camping Grounds Regulations 1997*. The reforms aim to create a streamlined application process for individuals seeking temporary accommodation approvals.

The reforms provided local governments with the opportunity to-

- Approve camping applications on private property or property other than a caravan park for up to 24 months
- Extend existing approvals
- Revoke approvals if there is a failure to comply with conditions

The Temporary Accommodation Guidelines (Guidelines) have been established and endorsed via POL 0090:Temporary Accommodation, to ensure a consistent and transparent process when issuing approvals for temporary accommodation. It is important to read through and understand the Guidelines and policy prior to submitting your application.

2. Objectives

To provide information and outline the requirements for applicants to seek an approval for temporary accommodation.

3. Who do the Guidelines apply to?

The Guidelines apply to anyone wishing to utilise land they own or have the right to occupy for a period greater than 5 consecutive days. The Shire will receive applications from the following areas-

- Residential
- Rural Residential
- Rural Smallholdings
- Rural Townsite
- Rural
- Tourism

The Shire will not consider any applications for camping outside of these zones. To identify your zone, go to [Online Maps](#), enter your address into the interactive map where the details will appear on the right.

4. What is the application process?

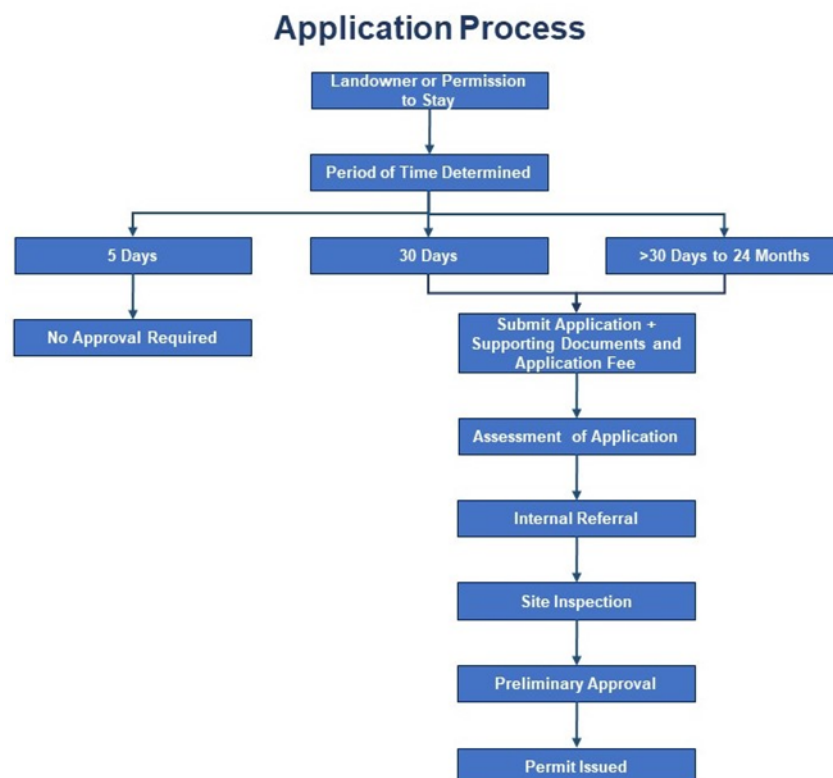
To apply for a permit for temporary accommodation, you will need to apply using the Temporary Accommodation form and meet the following Guidelines.

Prior to making the application you will need to ensure

1. You are the owner of the land or have permission to camp on the land
2. Length of stay
3. The proposed camp is suitable and safe to reside in
4. You can meet the requirements of the Guidelines and Policy
5. Your proposed camp is suitable for the proposed timeframe

4.1. Submission Process

The following decision tree outlines the application process, expected timeframes and requirements based on your proposed length of stay. Further details are stepped out below and provided within the guidelines.



Please take the following steps when preparing and submitting your application-

1. Read through the Policy and Guidelines and ensure you can meet the requirements

2. Choose an appropriate site, based on the parameters within the Guidelines
3. Prepare site plans. Site plans can be hand drawn but need to be neat and legible
4. Prepare supporting documentation, please use the checklist with the application form to ensure all necessary items are provided
5. Submit the application with supporting documentation
6. The Shire will generate an invoice for the application, and email this to you with an acknowledgement receipt
7. Shire officers will assess the application once payment has been received. The application will be referred internally for comment, neighbour referrals will be completed and we may request a preliminary onsite inspection
8. Missing information - A request for further information will be sent, this will place the application on hold until the information is provided
9. Application complete – Preliminary approval will be issued with conditions
10. Permit issued; it is the responsibility of the applicant to ensure the permit conditions are complied with

5. Are there any fees payable?

There is an application and permit fee. The fees are set by Council and can be found at [Annual & Financial Reports](#)

If the proposed lot is located within a kerbside waste collection area, the Shire will require the permit holder to access this bin service. Note this will be issued through rates and charged to the property owner. If you are not the property owner, please advise the owner prior to this request.

6. Permit Duration

An application can be made for up to 24 consecutive months subject to the proposed temporary accommodation (see Table 1) with the option to renew for a further 24 months. Any reapplication will require the completion of a new form, fee and be accompanied by a structural report confirming the integrity of the temporary accommodation.

Table 1: Temporary Accommodation Type and Permitted Length of Stay

Temporary Accommodation Type	Permitted Length of Stay
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Tent, swag, roof top or similar	Maximum 30 consecutive days in any 12-month period
Camper trailer and non-self-contained van	Up to 24 months subject to the provision of services and amenities OR when accompanied with a dwelling
Self-contained caravan, RV, Bus or Tiny Home on Wheels	Up to 24 months

6.1. Conditions of Permit

The Shire will place conditions on the permit. The conditions will be based on the Policy, Guidelines, the *Caravan Park and Camping Ground Regulations 1997* and any other applicable legislation.

6.2. Cancellation of Permit

If you cease to use the permit, the local government must be notified in writing by the permit holder. Any fees paid in respect to the cancelled application or permit will be forfeited.

6.3. Change of Ownership

The permit for Temporary Accommodation is non-transferable to another person or property. Notification of cancellation of the existing permit is to be submitted and a new application received.

Any fees paid in respect to the existing permit will be considered forfeited. All relevant fees will apply to the new application.

7. Compliance and Enforcement

Temporary Accommodation is governed by the *Caravan Parks and Camping Grounds Regulations 1997*. Penalties for failure to comply are set within the legislation and will be enforced by authorised officers.

7.1. Revoking of approval

As per the *Caravan Parks and Camping Grounds Regulations 1997*, r11A (5) the local government can revoke a permit if a condition of the approval has been breached. Written notice will be given to the permit holder notifying the intention of the Shire to revoke the approval within 35 days after the notice is given unless the holder shows cause as to why the approval should not be revoked. The Shire will consider any written response as to why the permit should not be cancelled during this time period. A response and final decision will be provided in writing.

Breach of Conditions of Permit



8. Guidelines

The following sections outline the parameters to be considered and complied with when seeking approval for temporary accommodation.

8.1. Amenity

Any external fixtures, utilities and facilities such as aerials, satellite dishes, clothes lines or other external fixtures are to be situated so they are not visually obtrusive and where possible located out of view from the primary street or any public area.

Temporary accommodation is to be maintained, as not to cause a nuisance or become injurious or dangerous to the health of the occupants and the neighbouring properties.

8.2. Keeping of Animals

Dogs and animals are permitted with the temporary accommodation but must be kept in accordance with:

- [Shire of Esperance Local Planning Scheme](#)
- [Shire of Esperance Health Local Law](#)
- [Dog Act 1976](#) and the [Shire of Esperance Dogs Local Law 2023](#)
- [Cat Act 2011](#)

8.3. Renting out Temporary Accommodation

The approval to reside in temporary accommodation is provided to the applicant, whose name/s will appear on the permit only. If you wish to rent out the temporary accommodation, the individual who wishes to reside will need to make an application.

8.4. Number of People and Camps

The permit to camp is issued to the individual/s wishing to reside in a temporary accommodation camp therefore any additional camps aren't permitted under the permit.

The number of people to be considered will be based on the availability and number of amenities to support the camp.

Under the *Caravan Parks and Camping Grounds Regulations 1997*, only one temporary accommodation will be approved per lot, if you are intending to have friends or family stay in another caravan, you will need to seek approval from the Shire for up to 3 months and from the Minister for Local Government, Sport and Cultural Industries for greater than 3 months.

8.5. Mobility and Habitable Condition

The temporary accommodation will need to be maintained in a habitable state with access to approved water, wastewater disposal and rubbish disposal at all times. A habitable state means in a good state of repair with no major maintenance concerns that would render it unsafe to reside within.

Any handrails and balustrades are to be in place for stairs. All stairs are to be slip resistance.

Safety glazing installed where necessary for impact resistance.

Electrical and plumbing certifications are to be provided where relevant.

All construction and materials are to meet the requirements of the Australian Standards. Structural certifications and engineer tie downs may be required, depending on choice and duration of temporary accommodation.

The mobility of the temporary accommodation is to be maintained to ensure it can be moved under its own power or be towed within 24 hours of any services being disconnected. All road registered temporary accommodation is to be maintained to a road worthy state and all vehicle registrations are to be maintained.

8.6. Kitchen Facilities

Cooking facilities must be provided for use with the temporary accommodation. Ensure your camp has the following-

- Dishwashing sink with hot and cold water
- All wastewater connected to an approved disposal method
- Approved cooking apparatus
- All cooking areas adequately ventilated

- Note - gas and plumbing must comply with relevant Australian Standards and maintained in a sound condition

If your camp has cooking facilities outside the temporary accommodation, the applicant must comply with any prohibited burning period or total fire ban. An alternate cooking method is to be described and utilised during these time periods and outlined within the Bushfire Action Plan.

8.7. Toilets and Showers

All temporary accommodation arrangements are to have access to an adequate number of toilets and showers for the number of people proposed to reside.

If the proposal is for a vacant lot, the following arrangements would be considered adequate-

- 1 toilet and shower contained within the temporary accommodation such as a self-contained caravan, tiny home on wheels or RV
- An ablution block built either within an existing shed or separate – subject to Planning and Building approval
- Temporary ablution subject to length of stay and, if self-contained, a pump out contract signed and submitted for the duration of the permit period. Please note the production of receipts will be requested as part of the permit condition
- All wastewater connected to an approved disposal method

If the proposal is for temporary accommodation within a dwelling, consideration needs to be given to the number of bedrooms and ablutions within the dwelling, and the additional loading placed on them if the temporary accommodation intends to utilise them. The following arrangements would be considered adequate-

- 1 toilet and shower contained within the temporary accommodation such as a self-contained caravan, tiny home on wheels or RV
- Access to existing toilets and showers subject to the quantity of bedrooms and available ablutions

8.8. Laundry Facilities

There are two options available for laundry facilities-

- The provision of a laundry is not a condition of the permit, but consideration must be given to how the storage of clothing and bedding is to be maintained and managed. A person shall not wash or permit the keeping of any soiled clothing or bedding within an area where food is being kept, prepared or served;

OR

- A laundry facility is to be provided but not situated within a room in which food is stored, prepared, served or consumed. All wastewater from the laundry is to be connected to an approved wastewater receptacle.

8.9. Waste Management

All rubbish and recycling are to be managed as to not create a nuisance, odorous or become a breeding area or attractant to vermin.

If a kerbside general rubbish or recycling service is available, the applicant must apply and utilise this service and pay the fees as per the endorsed Fees and Charges. Be mindful the fees will be issued via the Shire rates to the landowner not the applicant.

If a kerbside service isn't available, the applicant will need to provide a suitable receptacle for depositing rubbish and recyclables and maintain the receptacle in a sound condition. All rubbish will need to be deposited at the Shire of Esperance refuse site on a weekly basis and recyclables on a fortnightly basis.

8.10. Wastewater Management

No wastewater from temporary accommodation shall be discharged onto the ground surface. All wastewater is to be disposed of in an approved receptacle as per below-

- Approved connection to reticulated sewerage
- Connection to an approved onsite wastewater system

8.11. Water Supply

If scheme water connection is available, the temporary accommodation must be connected or have access to this supply. Otherwise, a storage supply of up to 100,000L is to be provided subject to length of stay, please see below for a guide-

Table 2: Temporary Accommodation Length of Stay and Potable Water Supply

Temporary Accommodation Type	Permitted Length of Stay
Maximum 30 consecutive days in any 12-month period	Access to a scheme water supply tap outlet or containerised water supply
Up to 24 Months	Access to a scheme water supply tap outlet or 100,000L potable water storage tank ¹

¹The installation of rainwater tanks may be subject to Planning and Building approval.

8.12. Emergency Management and Safety

To ensure the safety of occupants, the following will need to be considered and form part of the permit to reside in temporary accommodation.

The lot is to be adequately identified at the temporary accommodation access road to ensure emergency services can easily find the property. For rural and rural residential areas, this can be via a road side identifier number, to be applied for through the Shire. For residential areas in town this can be via a visible number.

Fire safety is critical to ensure the temporary accommodation doesn't endanger the occupants or surrounding areas. All temporary accommodation is to have the following-

- Accessible and in-service fire extinguisher and fire blanket
- Smoke alarm either hard wired or batter operated
- Compliant fire breaks and asset protection zones - [Bushfire Information](#)
- Bushfire Action Plan
- Subscribed to the Shire bushfire and harvest ban SMS - [Registration for SMS Notification](#)

No outside cooking or naked flames are permitted during the prohibited burning period as set out in the Fire Hazard Reduction Notice [Bushfire Information](#)

All temporary accommodation is to be situated outside of flood prone areas and protected from stormwater runoff.

All temporary accommodation is to have an emergency kit to assist in an emergency the following links outline what can be contained within an emergency kit-

- [Bushfire Prepare - DFES](#)
- [Flood Prepare - DFES](#)

All temporary accommodation is to have access to a suitable first aid kit.

All temporary accommodation is to be adequately screened to prevent insects particularly mosquitoes from entering the accommodation.

8.13. Access Roads

Access roads to the temporary accommodation must be constructed and maintained for a 2-wheel drive vehicle. This is to ensure emergency services can easily access the temporary accommodation.

8.14. Communication

Ensuring adequate communication can be maintained in an emergency the following would suffice-

- Mobile phone with adequate reception
- Satellite phone

On the application form a primary contact must be nominated and is responsible for all communications in relation to the permit.

Revision History

Date	Version	CM Reference	Reason for Change	Next Review
09/2024	V1		Creation of Temporary Accommodation Guidelines	09/2025