

# Application to Occupy a Caravan on Private Property Permit



*Lifestyle Capital of Victoria*

## Community Local Law 2020 Part 3.14

### How to complete this form:

- Read the 'Conditions of Issue and Use' section before completing this form
- Fill out all fields correctly using block letters
- Complete the supporting documentation checklist; and
- Ensure all supporting documentation is submitted to Council with the completed application form
- Refer to the 'How to Apply' section for further information

Please allow ten (10) working days for processing of this permit application.

## Section 1: Applicant Details

Applicant details – this section must be completed by the Applicant (person who will be occupying caravan)

First name

Last name

Telephone number

Email

Applicant address (current address)

Suburb

State

Postcode

## Section 2: Permit Details

**(1) Property Owner/Occupier details: Owner/Occupier of the property where the Caravan will be placed and occupied.**

The Property Owner resides at the proposed property: Yes  No

The Property Owner leases the property to a tenant: Yes  No

\*If the proposed property is leased by a tenant and is not occupied by the owner you will need to obtain a letter of consent from the property owner authorising a caravan be placed on the property for occupation. A copy of the consent letter will need to be provided to the Council.

Property Owner/Occupier Name

Telephone  Email

Property Owner/Occupier Address

Suburb  State  Postcode

**(2) Please provide the proposed address where the Caravan will be occupied**

Proposed Address

Suburb  State  Postcode

**(3) Please identify the dates the Caravan will be occupied at the proposed address**

From  To

Please identify how many days/months in total will the Caravan will be occupied (if the term of occupation is less than 48 hours a permit is not required).

Days/Months

**(4) Is the proposed address where the Caravan will be occupied vacant land?**

Yes  No

**(5) Is building or construction scheduled or in progress at the proposed address?**

Yes  No

\*If yes, please provide estimated date of completion of works and a copy of the valid building permit

**(6) Please outline the reason why you are occupying a Caravan on private property:**

## Section 3: Caravan details

**(1) Please identify the Caravan's Make and Registration Number.**

Make  Registration No.

**(2) Please identify the size of the Caravan**

Width  Length

**(3) Please identify the number of people who will be occupying the Caravan**

Adults  Children

**(4) Please specify the ages of any children occupying the Caravan**

**(5) Please provide any details of any Animals that will be residing at the proposed property as a result of the Caravan being placed and occupied on the property.**

No. of Animals  Animal Type  Animal Breed

**(6) Please identify what sanitation systems are available at the proposed site**

All sewerage, waste water, liquid and solid waste must be contained onsite and disposed of appropriately. It must not be disposed of into storm water or any other council owned receptacle.

Water Supply

Description:

Toilet Facilities

Description:

Sewerage containment and disposal

Description:

Solid and liquid waste containment and disposal

Description:

## Section 4: Supporting Documentation Checklist

The following documentation must be provided to Frankston City Council at the time of application. Applications received without required documentation will not be processed.

- Certificate of Currency (Public Liability Insurance)  
\*Cover must be current for the date/s requested to conduct the activity
- Site Plan 1:100 outlining the proposed location of the item which clearly shows the location of where the Caravan will be placed on the property, the location of any dwellings, and the location of the property boundary.
- Copy of valid Building Permit  
\*required where building or construction is scheduled or in progress on the proposed property
- Copy of letter of consent from Property Owner.  
\*required when the proposed property is occupied by a tenant and not the property owner.

## Section 5: Statement of Acceptance

I declare that the information I have provided is true and correct. I have read, understood and undertake to comply with Frankston City Council's Occupy a Caravan on Private Property 'Permit Requirements and Conditions' and wish to apply for the selected permit to use in accordance with these terms. I will ensure that the permit is not sold, transferred or assigned to another party and will be solely used for the purposes as stated. I agree to return the permit if my eligibility changes. I acknowledge any information found to be false in support of this application will result in my permit being cancelled.

Applicants Name

Applicants Signature

Date

I declare that the information I have provided is true and correct. I have read, understood and undertake to comply with Frankston City Council's Occupy a Caravan on Private Property 'Permit Requirements and Conditions' and wish to apply for the selected permit to use in accordance with these terms. I will ensure that the permit is not sold, transferred or assigned to another party and will be solely used for the purposes as stated. I agree to return the permit if my eligibility changes. I acknowledge any information found to be false in support of this application will result in my permit being cancelled.

Property Owner/Occupier Name

Property Owner/Occupier Signature

Date

*Frankston City Council is committed to protecting your privacy. Council requires personal information to carry out its functions under the Local Government Act 1989 and other legislation and to provide services to the community. In some cases this will involve disclosure of your information to other parties, such as Council's contractors or other agencies. Your personal information will only be used and disclosed as authorised by law. For further information about how Council handles personal information, or to request access to your personal information, see [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au) or contact Council's privacy officer on 1300 322 322.*

## Section 6: Permit Application Fee – Fee is non-refundable

Permit Application Fee: \$95.00 per application/upon submission

**Please ensure you keep any applicable documents for your reference.**

Please submit your completed form with any required documentation and payment via one of the methods below.

**† In Person**

**via Eftpos, Visa, MasterCard, Amex, cash, cheque or money order.**

Frankston City Council - Civic Centre  
30 Davey Street  
Frankston VIC 3199

Langwarrin Customer Service  
Centre  
Shop 6, The Gateway  
230 Cranbourne-Frankston Rd  
Langwarrin 3910

Seaford Community Centre  
1/6 Broughton Street  
Seaford 3198

**✉ By Mail**

**via cheque or money order**

Frankston City Council  
PO BOX 490  
Frankston VIC 3199

**✉ By Email**

Please email the completed application form with any required supporting documentation to: [info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au)

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### OFFICE USE ONLY

Payee Name:

TOTAL \$95.00

Address:

Account Code: LC/LLP

## Permit Requirements and Conditions

- Applicants must complete Frankston City Council's Occupy a Caravan on Private Property Permit Application Form and submit it to Council with the required supporting documentation
- All applicants must provide a copy of Certificate of Currency (Public Liability Insurance). Cover must be current for the dates proposed to occupy the Caravan on private property
- All applications must provide a site plan generally 1:200 – 1:500 (dependant on property size) identifying the proposed location (including setback distances from boundary lines and any existing buildings) where the Caravan will be placed. The documentation provided must clearly show the location where the Caravan will be placed on the land, the location of any dwellings and the location of property boundaries
- Siting requirements for a Caravan on a property must consider the following
  - 2 metres minimum rear and side boundary setbacks
  - Front setback to be located no closer than the proposed or existing set back or any dwelling
  - Where no proposed or existing dwelling, the furthest front setback of 6 metres or as set out in any Building Overlay set by the Planning Scheme
- Satisfactory sanitary facilities must be available on the land
- Satisfactory water supplies must be available on the land
- Satisfactory facilities for the disposal of solid and liquid must be available
- The Caravan must be equipped with the following operating fire safety measures:
  - Suitably sized A:B(E) fire extinguisher(s) that is adequately charged
  - Suitably located smoke detector alarm(s) with a fully charged battery back-up
- Any annexes must be suitably tied down and not fixed to any existing buildings/structures. On the notification of gusty or strong winds any annex must be immediately dismantled and stored away
- The Caravan must not be occupied by any persons not listed on the original Occupy a Caravan on Private Property Permit Application Form that is submitted to Council.
- Frankston City Council reserves the right to request additional information or documentation that may support the application
- Any instruction(s)/direction(s) issued by an authorised officer of Frankston City Council or a member of Victoria Police must be complied with immediately
- Any instruction(s)/direction(s) issued by an authorised officer of Frankston City Council or a member of Victoria Police not complied with may result in the issuing of an infringement to the individual under Infringement 'Failure to comply with the direction of an Authorised Officer
- Any permit which is obtained as a result of providing false or misleading information may be cancelled
- Failure to comply with the 'Condition and Issue of Use may result in cancellation or withdrawal of the permit(s)
- Frankston City Council reserves the right to withdraw a permit at any time
- Frankston City Council reserves the right to change the 'Conditions of Use of the permit and any time