

# Temporary Camping Application Checklist

## PRIVATE PROPERTY



Applications for residing temporarily in a caravan require the following supporting material to be accepted for assessment. During assessment of the application, the City may request additional information or material that is reasonably required to determine the application.

APPLICATION FORM, SUPPORTING MATERIAL AND PLANS (required for <u>ALL</u> applications)	PROVIDED (please tick)
<b>Application for Camping on Private Property Approval Form</b> <ul style="list-style-type: none"> <li>The applicant and all landowner(s) must sign the <a href="#">Application Form</a>.</li> <li>Land in company ownership must provide a current copy of the ASIC statement.</li> <li>Land in company ownership must be signed by authorised signatory(s), state full name and position held within the company as follows (i) two (2) directors; or (ii) director and company secretary; or in the case of sole director companies, either (i) the sole director; or (ii) sole director and company secretary.</li> <li>The application fee is \$274.00.</li> <li>Reason to camp to be provided by applicant.</li> <li>Made in writing using the City of Busselton form with supporting documentation around health requirements for: <ul style="list-style-type: none"> <li>o Potable water.</li> <li>o Wastewater.</li> <li>o Solid waste.</li> <li>o Electricity.</li> </ul> </li> </ul>	
<b>Type of Camping Criteria</b> <ul style="list-style-type: none"> <li>Single Caravan or tiny home on wheels only.</li> <li>One per lot.</li> <li>Construction off-site and transported to location.</li> <li>Effectively in lieu of a granny flat, max. 50sqm.</li> <li>Must be self-contained, habitable.</li> </ul>	
<b>Location</b> <ul style="list-style-type: none"> <li>Zoning: camping is permissible on property that is zoned to allow a residential house.</li> <li>Parking to be available, i.e. minimum one bay for the camp.</li> </ul>	
<b>Certificate of Title</b> <ul style="list-style-type: none"> <li>Current copy must be provided.</li> <li>Available from <a href="#">Landgate</a>.</li> </ul>	
<b>Limitations, interests, encumbrances and notifications registered on the Certificate of Title</b> <ul style="list-style-type: none"> <li>A copy of all notifications, easements, restrictive covenants, caveats etc... listed on the title.</li> <li>Available from <a href="#">Landgate</a>.</li> </ul>	
<b>Justification</b> <ul style="list-style-type: none"> <li>Describing the general nature and details of the application, including but not limited to: <ul style="list-style-type: none"> <li>o Why are you applying to camp?</li> <li>o How long do you wish to camp for? Start and end date.</li> <li>o Who is applying to camp: names of all adults and number of children under 18.</li> <li>o Any other information relevant to your application.</li> </ul> </li> </ul>	

### All Communications to:

T (08) 9781 0444  
E [city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)

Locked Bag 1 Busselton WA 6280  
[www.busselton.wa.gov.au](http://www.busselton.wa.gov.au)

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<b>Site/Floor Plan</b> <ul style="list-style-type: none"> <li>Site plan, drawn to scale (and noted as not less than 1:200), showing: <ul style="list-style-type: none"> <li>Property details, lot/site boundaries, street name(s), lot number(s) and address and north point.</li> <li>Location of caravan/camp including wastewater, potable water and any other associated infrastructure.</li> <li>Location of all other buildings on the property.</li> <li>Position/location of driveway(s).</li> <li>Setbacks of caravan/tiny home on wheels to all lot boundaries.</li> <li>Floor plan to include Floor Area and internal floor layout</li> </ul> </li> </ul>	
<b>Other</b> <ul style="list-style-type: none"> <li>Floor plan for caravan/ tiny home including window locations.</li> <li>Floor area.</li> <li>Evidence that sight lines and setbacks to comply.</li> <li>The caravan/ camp should be located on the site so that it is sufficiently setback from all neighbouring properties to the satisfaction of the City and should be located so not to be visible from the street and should not detract from the streetscape in the Residential zone.</li> <li>Details of approved building envelope, and proposed modified building envelope (as applicable).</li> <li>Details and location of rainwater tank(s), onsite effluent disposal system (as applicable).</li> </ul>	
<b>Compliance with Bushfire Notice</b> <ul style="list-style-type: none"> <li>Camping area must comply with any bushfire permit for the property.</li> <li>No clearing to take place without permit.</li> </ul>	
<b>Responsibilities under the Aboriginal Heritage Act</b> <ul style="list-style-type: none"> <li>Applicant to check if there is Aboriginal heritage on the land, undertake a search using the <a href="#">Aboriginal Cultural Heritage Inquiry System (ACHIS)</a>. If there is no risk of harm to Aboriginal heritage from your planned activity, no approval is required for this component of the application.</li> </ul>	
<b>Any other structures require permits as per usual process</b> <ul style="list-style-type: none"> <li>Applicant will seek Planning and Building approvals for any associated structures such as sheds, carports, rigid annexes and water tanks over 5000L.</li> </ul>	
<b>Decommission of site post approval period</b> <ul style="list-style-type: none"> <li>If your application is approved, you may be required to decommission the site and remove infrastructure post approval period.</li> </ul>	
<b>Approval</b> <ul style="list-style-type: none"> <li>The maximum allowable approval period is 24 months.</li> <li>Assessment timeframe is 63 days. If your application has not been approved within this timeframe it is deemed a refusal.</li> <li>Conditions of approval based on the application requirements.</li> <li>The approval is issued to the 'person' camping rather than a third party and any approval will list those camping, i.e. names of adults and number of children.</li> </ul>	

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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