



Temporary Accommodation Guidelines

February 2026



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1. Introduction

On 1 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 temporary accommodation applications on private property or property other than a caravan park for up to 24 months
- Approve applications for a further period of up to 24 months through a re-application process
- Revoke approvals if there is a failure to comply with conditions

The Temporary Accommodation Guidelines (Guidelines) have been established and endorsed as part of Health Policy H3: 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

The Shire will not consider any applications for temporary accommodation outside of these zones. To identify your zone, go to the Local Planning Scheme No. 3 (Scheme) Maps on the Shire website here: [Town Planning » Shire of York](#).

Temporary accommodation is prohibited within the Shire's designated Heritage Areas, on any Heritage-Listed Properties, or within the Avon River Floodplain, unless expressly approved by Council. The Local Heritage Survey, Heritage List and Heritage Areas can be viewed here: [Local Heritage » Shire of York](#).

Where an existing dwelling is located on the lot, temporary accommodation may be considered for approval for a period of up to 24 months, provided that it:

- Is located behind the existing dwelling; and
- Complies with all requirements of the Policy and these Guidelines.

4. What is the Application Process?

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

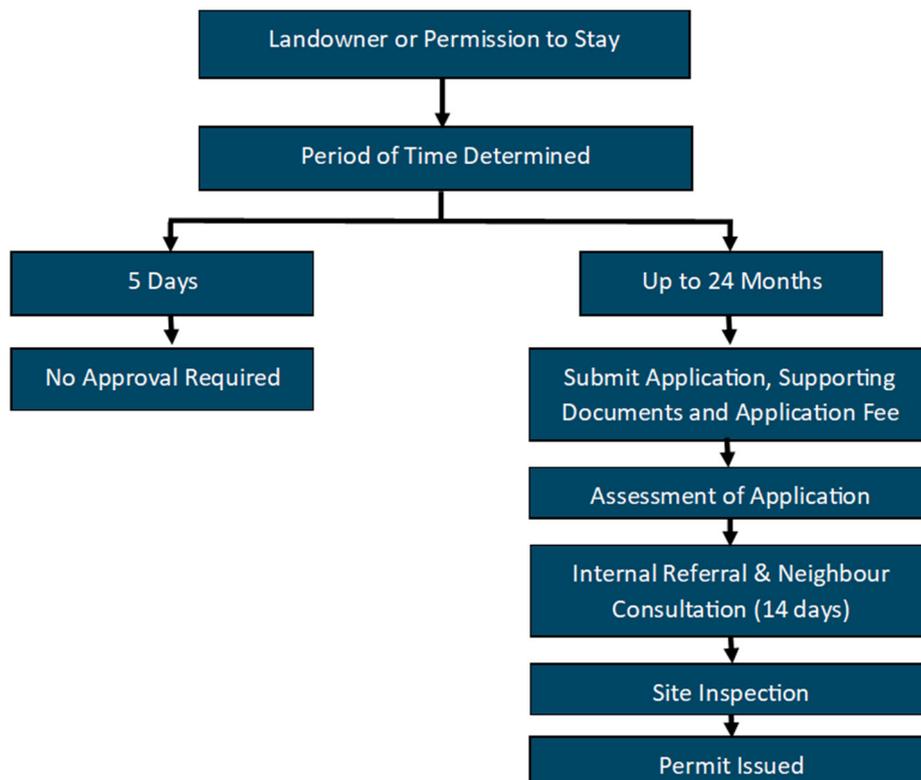
Prior to making the application you will need to ensure:

1. You are the owner of the land or have permission to reside on the land
2. Length of stay
3. The proposed temporary accommodation is suitable and safe to reside in
4. You can meet the requirements of the Guidelines and Policy
5. Your proposed temporary accommodation is suitable for the proposed timeframe
6. The applicable application fee has been paid (in accordance with the Shire's Schedule of Fees and Charges).

4.1. Application 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.

Temporary Accommodation Application Process



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 all supporting documentation and applicable fees
6. Shire officers will commence assessment of 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
7. Missing information - If notice is provided that an application is incomplete or insufficient, this will place the application on hold until the information is provided
8. Approval issued; it is the responsibility of the applicant to ensure the approved conditions are complied with

5. Are there any fees payable?

There is an application and approval fee. The fees are set annually by Council and can be found in the Shire's Schedule of Fees and Charges.

If the proposed lot is located within a kerbside waste collection area, the Shire will require the approved occupier 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, evidence of the owner's consent must be provided.

6. Approval Duration

An application may be made for temporary accommodation for a maximum period of up to 24 consecutive months, subject to the proposed temporary accommodation type (see Table 1), with the option to apply for a further period of up to 24 months by submitting a new application. Renewal applications are assessed as new applications and must include a completed form, payment of the applicable fee, and a structural report confirming the integrity of the habitable structure. All re-applications require evidence that a valid Building Permit for a dwelling is in place prior to approval being granted. A building permit must remain on place for the duration of the approval period and there should be satisfactory progress with the construction of the permanent dwelling.

Table 1: Temporary Accommodation Type and Permitted Length of Stay

Temporary Accommodation Type	Permitted Length of Stay
Camper trailer and non-self-contained caravan	Up to 24 months, subject to compliance with the Policy and Guidelines (including required services and amenities).
Self-contained caravan, RV, self-contained bus or Tiny Home on Wheels	Up to 24 months, subject to compliance with the Policy and Guidelines (including required services and amenities).

6.1 Conditions of Approval

The Shire will place conditions on the approval. 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 Approval

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

6.3. Change of Ownership

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

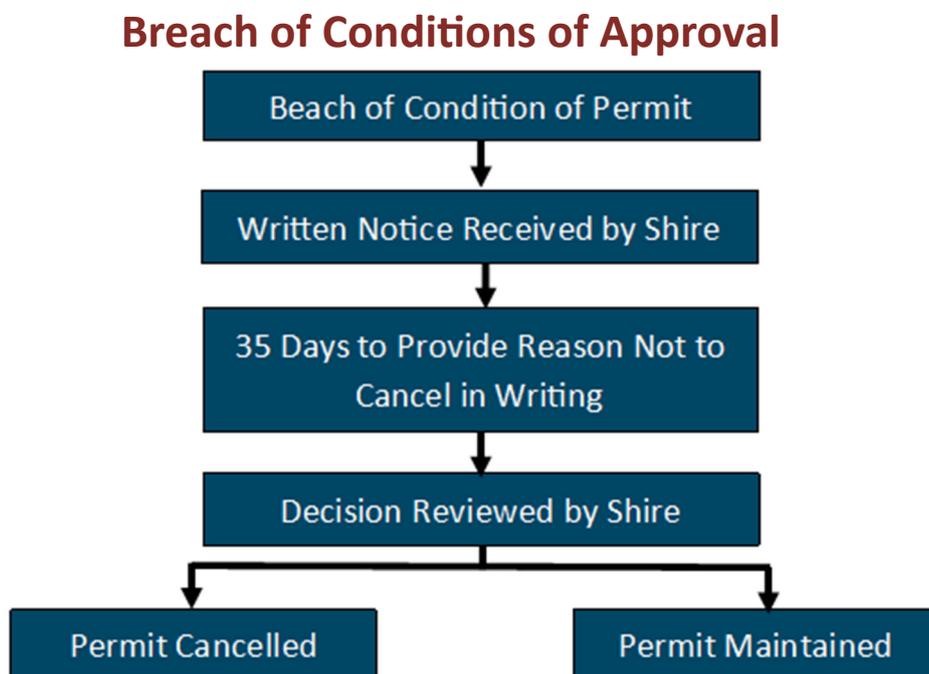
Any fees paid in respect to the existing approval will be considered forfeited. All relevant fees will apply to the new application.

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 an approval if a condition of the approval has been breached. Written notice will be given to the approval 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 approval should not be cancelled during this time period. A response and final decision will be provided in writing.



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 within the temporary accommodation but must be kept in accordance with:

- Shire of York Local Planning Scheme
- Shire of York Health Local Law
- *Dog Act 1976* and the Shire of York Dogs Local Law 2000 and Dogs Amendment Local Law 2012
- *Cat Act 2011* and the Shire of York Cat Local Law 2017 and Cat Amendment Local Law 2018

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 approval) and is not transferable. Renting out the temporary accommodation is prohibited.

8.4. Number of People and Temporary Accommodation

The approval for temporary accommodation is issued to the individual/s wishing to reside in the temporary accommodation therefore any additional temporary accommodation is not permitted under the approval.

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.

More than one (1) caravan and/or Tiny Homes on Wheels (THOW) on a property would be considered a caravan park/camping ground, and development and building approvals will be required.

8.5. Mobility and Habitable Condition

The temporary accommodation will need to be maintained in a habitable state with access to potable 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 in accordance with Australian Standards. All stairs are to be slip resistant.

Safety glazing is to be 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 engineered tie downs may be required, depending on choice and the 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 temporary accommodation 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 you have 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 application.

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, THOW 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 approved period. Please note the production of receipts will be requested as part of the approval condition
- All wastewater connected to an approved disposal method

If the proposal is for temporary accommodation on the same site as a dwelling, consideration needs to be given to the number of bedrooms and ablutions within the dwelling, and the additional load 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, THOW or RV
- Access to existing toilets and showers subject to the quantity of bedrooms and available ablutions to be assessed by the Shire's Environmental Health Officer.

8.8. Laundry Facilities

The provision of a laundry is not a condition of the approval, but consideration should 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.

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 the location is within a compulsory kerbside general rubbish or recycling service area, 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.

Where a compulsory kerbside service is not available, the applicant must provide a suitable waste and recycling receptacle and ensure it is maintained in a sound condition and emptied regularly. Waste must be managed and disposed of lawfully and in a manner that does not create a nuisance.

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 120,000L 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 up to 120,000L potable water storage tank.

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

All drinking water connection pipework must be suitable for potable water supply.

8.12. Emergency Management and Safety

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

The lot must be adequately identified at the access point to assist emergency services to locate the property. In rural and rural residential areas, this may require a rural street address number (to be applied for through the Shire and subject to applicable fees). In residential areas, a clearly visible street number must be displayed.

Fire safety is critical to ensure the temporary accommodation does not endanger occupants or surrounding land. All temporary accommodation must have the following:

- An accessible and in-service fire extinguisher and fire blanket
- A working smoke alarm (hard wired or battery operated)
- Compliant fire breaks maintained in accordance with Shire and DFES requirements

Where the property is located within a designated Bushfire Prone Area, the applicant must also provide:

- A Bushfire Management Plan
- An Asset Protection Zone (APZ), established and maintained for the duration of the approval

Occupants are strongly encouraged to subscribe to the Shire's bushfire and harvest ban SMS notification service ([Registration for SMS Notification](#)).

No outside cooking or naked flames are permitted during the Prohibited Burning Period, in accordance with the Shire's Fire Hazard Reduction Notice.

Temporary accommodation must be located outside flood-prone areas and positioned to avoid stormwater runoff.

Temporary accommodation must be adequately screened to prevent insects, including mosquitoes, from entering the structure.

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 approval.

Revision History

Date	Version	CM Reference	Reason for Change	Next Review