



## **REQUEST FOR TEMPORARY ACCOMMODATION**

**2025/2026**

*Please read the instructions carefully on page 2 prior to completing this application.*

### **THE APPLICANT** *(Approval will be forwarded to this name and address)*

As the applicant/s, I/We acknowledge I/We cannot occupy the temporary accommodation as detailed below until a Complying Development Certificate or Development Application for the construction of a dwelling with has been lodged and approved by Council or an accredited certifier.

Name: .....

Address: ..... Postcode: .....

Email: .....

Phone: (W) ..... (M) .....

Signature ..... Date: .....

### **Property Ownership:**

Is the Applicant the owner of the property?: ☐ Yes ☐ No *(If No - Complete details Page 2)*

### **Details & Reason for Request to live in Temporary Accommodation:**

*(All must be completed)*

Request up to 6 Months \$337.00:..... ☐ Yes ☐ Caravan ☐ Shed

Request over 6 Months to <12 Months \$379.00:..... ☐ Yes ☐ Caravan ☐ Shed

**Reason:** *(Please write clearly attach additional page/s if required)* .....

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**Note:** All information must be supplied prior to Council approval

### **Property Address of Temporary Accommodation:** *(All must be completed)*

Accessed from Road (name): .....

Located on Land: Lot No. .... Deposited Plan No.: .....

### **Details of Development Application:** *(Complete appropriate area)*

DA No.: ..... CDC No.: .....

### **Please Return To:**

Tenterfield Shire Council,  
247 Rouse Street (PO Box 214)

**TENTERFIELD NSW 2372**

[council@tenterfield.nsw.gov.au](mailto:council@tenterfield.nsw.gov.au)

Phone: (02) 6736 6000

*Office use only*

Date Received: ..... Receipt No: ..... Amount: .....

Council Officer: .....

**PROPERTY OWNER CONSENT** (Approval will also be forwarded to this name and address)

As the owner/s of the above property, I/We consent to this application and temporary accommodation for the applicant as approved by Council.

Name: .....

Address: ..... Postcode: .....

Email: .....

Phone: (W) ..... (M).....

Signature ..... Date: .....

**Application and Approval Process Instructions:**

*Steps:*

1. Discuss your proposed development/temporary accommodation with Council prior to completing or submitting this application, a Pre-Lodgement meeting is strongly recommended;
2. Complete 'Request for Temporary Accommodation' form and submit to Council with the applicable fee (a formal application for a Dwelling including any associated fees **must** be lodged and approved with Council or an accredited certifier, prior to temporary accommodation being permitted);

3. Make arrangements for Council to undertake and inspection of the site of the proposed temporary occupation;

**Note:** The fee for the initial inspection is included in 'Application for Development' fee. Should further inspections be required additional fees will apply.

4. Council will then advise the applicant/s in writing of satisfactory inspection or the need to rectify certain issues identified during the initial inspection;
5. Should rectification/s be required it is the applicants responsibility to have the issues addressed then make a further request for an inspection by Council, including a reinspection fee if necessary;
6. Council can then issue an approval for the Temporary Accommodation;
7. Applicant/s can now occupy the Temporary Accommodation for the timeframe specified in the approval.
8. Upon expiry of the *Temporary Accommodation Approval* the structure is to be decommissioned for habitable purposes, this may require the removal of some of the building's facilities.

Alternatively should the applicant wish to continue to temporarily occupy the structure steps 2 – 7 are to be repeated. Please note should physical construction not have commenced on the dwelling Council may not be in a position to reissue the approval for the *Temporary Accommodation*.

	Pay By Mail: Please make your cheque payable to: Tenterfield Shire Council PO Box 214 TENTERFIELD NSW 2372		Credit Card payments can be accepted either in person or via telephone.
	Pay In Person: Council Offices, 247 Rouse Street, Tenterfield between 9:00am and 4.30pm Monday - Friday Pay by Cheque or EFTPOS		BSB: 082-829 Account: 509913697 Reference: Please quote " <i>Applicants Name</i> "