

1. PURPOSE

Council will manage the temporary occupancy of caravans to ensure a safe and healthy environment and the protection of residential amenity.

2. OBJECTIVE

To outline requirements for those who wish to temporarily occupy a caravan on private land in the Southern Midlands Municipal Area.

3. SCOPE

A Caravan Licence is required for the placement and occupation of a caravan on private land for the purpose of living on-site when building an approved dwelling in the Southern Midlands Municipal Area.

4. DEFINITIONS

“**Caravan**” means:

- (a) Any object or structure having the general characteristics of a caravan, a house or dwelling on wheels, a covered van or trailer and any vehicle used or adapted for human habitation or occupation, excluding a motor vehicle/motor-home; and
- (b) Includes any structure, awning or veranda, lean-to, car-port or other enclosed or partly enclosed area used or capable of being used in connection with, or attached to, or appurtenant to any caravan but does not include a building or temporary structure for which a permit is required under any other law; and
- (c) May or may not have the wheels or axles attached or removed; and
- (d) May be resting directly on the ground or is placed on blocks or other supports; and
- (e) May or may not be registered under any other law.

“**Casual or Recreational Accommodation**” means to occasionally occupy for the purposes of enjoyment or care of the land upon which the caravan is situated but does not include temporary accommodation for a period not exceeding 30 days per calendar year.

“**Emergency Accommodation**” means accommodation for a period not exceeding one (1) year that is required by a person at their principal place of residence by reason of an emergency including circumstances rendering a permanent dwelling unfit for occupation as a result of fire, flood or storm.

“**Municipal area**” means the Southern Midlands Council municipal area as defined by section 16 of the *Local Government Act 1993*;

“**Occupy**” includes, without limitation, to reside or live in or use for entertainment, sleeping, resting, cooking, eating, and commercial or retail activities or for any similar use whether of a temporary or permanent nature;

“**Temporary Accommodation**” means to occupy on a full-time basis for a temporary period while a permanent dwelling is constructed on the land.

“**Temporary Structure**” has the same meaning as in the *Building Act 2016* and includes a tepee or similar structure, but does not include any temporary structure:

- (a) situated in a caravan park;

- (b) used by a travelling show person in the ordinary course of their business;
- (c) the subject of a permit or licence has been granted or issued under any other Bylaw of the Council;
- (d) that requires approval to occupy under any Act or Regulation; and
- (e) that is exempt from approval to occupy under any Act or Regulation.

5. POLICY

5.1 Restrictions

- (i) A licence is required to place a caravan on private land and occupy it as a residence on a temporary basis during construction of an approved dwelling, alteration or demolition work. (limited to a single caravan per property)
- (ii) A caravan licence will be issued for a period of 6 months (maximum period 2 years in accordance with the *Building Act 2016*) and reviewed at each re-application stage to determine if sufficient progress is being made on the building of the permanent dwelling before approval and reissue of a new licence will be given for a further period of time.
- (iii) Planning, Building, Plumbing and Special Plumbing Permits (if applicable) must be approved and issued for a permanent dwelling on the property before a caravan licence is granted.
- (iv) An owner or occupier of land must not allow any person to occupy a caravan situated on that land in exchange for payment or any in-kind work or financial benefit paid to them or an external party.
- (v) Relocatable, non-registrable buildings and shipping containers are not covered by this policy and will be subject to the relevant planning, building, and plumbing controls.
- (vi) A Licence will not be granted for permanent accommodation.

6. CARAVAN LICENCE APPLICATION

6.1 Requirements

- (i) To apply for a caravan licence, the applicant must complete and submit the Licence Application Form and provide the following information:
 - (a) Details of the proposed method of disposal of the wastewater (i.e. effluent and sullage water) from the caravan. The disposal method must be approved by Councils Environmental Health Officer to ensure it will not cause a health hazard or environmental nuisance.
 - (b) Copy of the current Certificate of Title (issued within last 90 days);
 - (c) A detailed site plan showing the proposed location of the caravan, existing buildings/structures, access arrangements, landscaping/screening and relationship to

neighbouring dwellings. The site plan is preferred to be A4 or A3 in size and to a scale of 1: 100;

- (d) A copy of the Certificate of Likely Compliance (CLC) (Form 11a) approved by a Building Surveyor for a new dwelling.
- (e) Registration details from Tasmanian Motor Registry.
- (f) Payment of the prescribed fees.
- (g) If the applicant is not the property owner, written consent must be obtained by the property owner.

6.2 Conditions

- (a) Adequate water supplies must be available to the satisfaction of Council's Environmental Health Officer.
- (b) Permits for planning, building and plumbing for a permanent dwelling to be built on the property must be approved and issued before a caravan licence can be issued.
- (c) No nuisance may be created or caused by the occupation, or placement of the caravan.
- (d) The caravan shall be located no closer than 2 metres from rear and side boundaries.
- (e) The caravan shall be placed to the rear of the block if possible and shall not be located in front of any constructed dwelling if possible, or within 6 metres of the front boundary. The caravan must be partially screened when viewed from the street. If this is not the case, you can use fencing, landscaping or garden walls providing that it is 1.5m high.
- (f) Sufficient space is to be provided for the off-street parking of any vehicle(s) associated with the occupants of the caravan.
- (g) Appropriate provision is made for the safety of the occupants of the caravan, but not limited to installation of fire extinguishers and smoke alarms.
- (h) No external additions to the caravan are to be undertaken. (an integral awning is exempt)

Council may revoke the caravan licence if any of the above conditions are not adhered to.

7 EXEMPTIONS

A Caravan Licence is not required for the following:

- (a) Placed on Council land authorised as a caravan park/stopover area.
- (b) Situated on private land approved by the Council as a caravan park;
- (c) Used by a travelling show person in the ordinary conduct of their business; i.e. at shows, regattas, public events, etc. and the storage of such on private land shall be in a tidy and orderly fashion as not to create a nuisance and to be kept at the rear of the property if possible.

- (d) Used by Council's outdoor workforce or contractors involved in construction work for the Council;
- (e) Situated at a person's principal residence or property solely for the purpose of vehicle storage.
- (f) For casual or recreational accommodation
- (g) A person must not use a caravan or temporary structure as permanent accommodation unless for the purpose of providing emergency accommodation.

8 LEGISLATION

N/A

9 RELATED DOCUMENTS

Caravan Licence Application

Caravan Licence FAQ

10 DOCUMENT ADMINISTRATION

This Instruction is a managed document and is to be reviewed every <INSERT> or as directed by the General Manager.

This document is Version 1.0 effective 22-10-2025. The document is maintained by Development & Environmental Services Department for the Southern Midlands Council.