



Application for a  
**Camping & Temporary Dwelling Permit**  
Under Community and Environment Local Law 2022

**APPLICANT DETAILS:**

Contact Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Type of Permit \_\_\_\_\_

Location: \_\_\_\_\_

Dates and Times for which permit is required: \_\_\_\_\_

\_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

Number of campers: \_\_\_\_\_

Number of Tents/Caravans/Shelters: \_\_\_\_\_

<b>PERMIT TYPE</b>	<b>(Please Tick):</b>	<b>Application Fee FY23/24</b>
Camping	[ ]	<b>\$137.00</b>
Temporary Dwelling/Caravan	[ ]	<b>\$137.00</b>

**Privacy Notification**

The personal information requested on this form is being collected by Council for the purpose of evaluating a Local Laws Permit application. This information will be used solely by Council for that primary or directly related purposes. The applicant understands that the personal information provided is for the purpose of evaluating a Local Laws Permit application and that they may apply to Council for access and / or amendment of the information

**APPLICATION MUST INCLUDE:**

- Completed application form
- Application fee, which is non-refundable if permit refused
- Site plan of location of item/activity
- Public Liability insurance of a minimum of \$20 million

**CONDITIONS**

- I am aware that if a permit is issued there will be conditions that I must adhere to.
- Failure to fully provide the required information will result in my application being returned and a delay in processing.
- The applicant understands that the personal information provided is to assess your application and record your permit and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to the Local Laws Department.

**TEMPORARY DWELLING/ CARAVAN**

- You must also provide details of how wastewater, sewerage and household waste is to be disposed. See below.
- You must also provide evidence showing that the occupation of the temporary dwelling is short term. Eg: a letter from a builder or housing authority detailing when a permanent residence will be available.
- This application may be referred to other Council or External Departments before the application is decided.

**CAMPING**

- You must provide details of the type of camping that will occur. Eg: tent, swag etc. You must provide the number of campers.
- You must provide how many portable shelters will be set up.
- You must also provide details of how wastewater, sewerage and household waste is to be disposed.

**Wastewater, Sewerage & Household waste.**

Are you using a public toilet?    [Y]    [N]  
 If yes where is the location of the public toilet? \_\_\_\_\_

Are you using a portable toilet?    [Y]    [N]  
 If yes how and where is the toilet being emptied \_\_\_\_\_

Where is waste water from cooking and handwashing being disposed?

**PAYMENT**

Payment can be made by the following methods

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- Cheque - to be payable to Mitchell Shire Council - Post to 113 High Street, Broadford 3658
- Payments can be made by credit card or BPAY using the information provided on your tax invoice. If you don't have a tax invoice and would like one emailed, please check this box
- In person – Cash, Cheque, EFT payments can be made at Council Customer and Library Service Centres in Wallan, Kilmore, Broadford and Seymour. Location and operating hours are available at [www.mitchellshire.vic.gov.au](http://www.mitchellshire.vic.gov.au)

## CONDITIONS

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- Failure to comply with any of the above conditions listed within the permit or on this application form could result in this permit being cancelled and/or penalties as prescribed in the Local Law

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Signature

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Date

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