

COUNCIL POLICY

LOCAL PLANNING POLICY - TEMPORARY ACCOMMODATION

Policy No: 8.5

Definition - Temporary Accommodation

For the purposes of this Policy, temporary accommodation refers to a landowner living temporarily in a caravan (may include a 'tiny home' on wheels) or a tent, on their private property, whilst preparing for and developing a dwelling for permanent accommodation.

Policy Objective

This policy provides guidance to support landholders seeking an approval for temporary accommodation (living in a caravan) on private property, whilst preparing for and developing a dwelling for permanent accommodation.

Scope

In accordance with the *Caravan Parks and Camping Grounds Regulations 1997*, a person may stay in temporary accommodation on a private property for up to 5 nights per 28-day consecutive period without a shire approval. A person proposing to stay in temporary accommodation on a property for more than 5 nights per 28 days consecutive period requires Shire approval.

For the purpose of this Shire of Katanning Temporary Accommodation Policy, applications for temporary accommodation whilst building a dwelling, will only be considered for properties zoned 'Rural' or 'Rural Residential'.

This policy is not applicable to a caravan park, which is a designated area of land that provides sites for the parking of caravans, [park homes](#), or [campsites](#), typically offering short-stay accommodation for [leisure tourists](#). These parks are licensed under the [Caravan Parks and Camping Grounds Act 1995](#) and are subject to regulations regarding site usage, distances between structures, and the number of people allowed at each site.

Planning, Building and Environmental Health Approvals

Prior to obtaining temporary accommodation approval to live in a caravan on private land, the proponent is to ensure that Planning, Building and Environmental Health approvals have been granted for a dwelling, an outbuilding, a suitable supply of potable water (water tank or connection to mains supply) and an effluent disposal system.

The application for planning approval needs to include a dwelling. The Planning Approval controls the timing (24 months), to ensure that the outbuilding is developed in association with the dwelling. The outbuilding, water tank and effluent disposal system may be constructed prior to the dwelling. The purpose of the outbuilding is to store the materials/equipment for the dwelling construction and to allow for temporary accommodation (max 24 months).

The outbuilding is to include the development of a toilet, hand wash basin, bath and/or shower and laundry trough (located in the outbuilding). These facilities provide amenities for the Temporary Accommodation (living in caravan). The proposal for the outbuilding will need to include a floor plan to show the toilet, hand wash basin, bath and/or shower and laundry trough.

Outbuilding and Water Tank Development

Once Planning, Building and Environmental Health approvals have been obtained for the development of an outbuilding, water tank and effluent disposal system in association with a dwelling, development is to commence.

The outbuilding is to be developed to contain a toilet, hand wash basin, bath and/or shower and laundry trough.

The water tank and the effluent disposal system are to be developed, taking into consideration the later development of the dwelling.

Environmental Health Approvals

Once the outbuilding, water tank and effluent disposal system have been constructed, an application is to be made for Temporary Accommodation.

The attached Temporary Accommodation application form is to be filled out and submitted to the Shire, along with an application fee.

The following information is to be included in the application form:

Requirements on application:

- 1) A site plan being submitted to show the location of the proposed temporary accommodation (caravan) and the location of the existing developments – outbuilding, water tank and effluent disposal system.

Note: The temporary accommodation (caravan) is to be located to comply with boundary setback standards of the applicable zone, and at least 1.8 metres from any structures.

- 2) An evacuation plan being submitted outlining procedures to be adhered to in an emergency (e.g. bushfire).

Conditions of approval

- 1) The temporary accommodation is limited to a 24-month period. Within this period, the landowner is to undertake the development of a dwelling, in accordance with the planning and building approval process.

Note: The Environmental Health Officer may check to confirm that the toilet, hand wash basin, bath and/or shower and laundry trough are appropriate for use.

- 2) Cooking facilities being provided for in the temporary accommodation (caravan).
- 3) A smoke alarm being developed in the temporary accommodation (caravan).
- 4) The temporary accommodation (caravan) being located to comply with setback standards of the applicable zone, and at least 1.8 metres from any structures.

Approval Process

- 1) Upon receipt of an application and fee, occupiers of adjacent properties will be notified in writing and responses will be considered prior to the approval of the Temporary Accommodation.
- 2) Environmental Health will assess the application, conduct an evaluation of the site, and issue a Temporary Accommodation permit (Attachment 2) subject to compliance with policy conditions.
- 3) Follow-up site assessments may be conducted throughout the duration of the approval period.
- 5) The period of temporary accommodation will be limited to 24-months.

Other

- 1) The temporary accommodation cannot be used as holiday rental or for tourism purposes.
- 2) Should the temporary accommodation cease prior to the expiry of the permit, the local government must be notified.
- 3) The Shire reserves the right to withdraw an approval, where a breach of an approval condition has occurred. No refund is applicable.

- PROCEDURE -

APPLICATION FOR TEMPORARY ACCOMMODATION

Customer enquiry received for temporary accommodation (living in a caravan on private property).

- If email, register and forward to Planner to provide response.
- If in person, put through to Planner via phone.

Planner to advise on process for considering temporary accommodation



Approval required for dwelling and outbuilding. Approval required for water tank if no reticulated water.



Building Permit granted for developments.



Environmental Health Approval granted for effluent disposal system.



Developments constructed as required.



Application considered and granted for Temporary Accommodation.



An outbuilding may be part of a development proposal that includes a dwelling, with the outbuilding intended to be constructed first, to store the materials/equipment for the dwelling construction. As there is a risk that the outbuilding may be constructed and used without a dwelling, conditions of development approval may be required to control the timing of construction to ensure that the outbuilding is developed in association with the dwelling.



The outbuilding is to include details for a toilet, hand wash basin, bath and/or shower and laundry trough.



Installation of effluent management system and water tank where not retic water.

ATTACHMENT 1

Application Form for Temporary Accommodation

Applicant Details	
Landowner Name	
Current Residential Address	
Current Postal Address	
Contact Number	
Email Address	

Property Address for this Application		
Lot No.		
Street No.		
Street Name		
Locality		
Zoning	Rural	Rural Residential

- ☐ Has a site plan been included to show the location of the proposed temporary accommodation and the location of developed incidental outbuilding, water tank and effluent disposal system.
- ☐ Has an evacuation plan been submitted outlining procedures to be adhered to in an emergency (e.g. bushfire).

Details for this Application	
What is the reason for needing temporary accommodation?	
Proposed period of stay (max 24 months).	
Describe Accommodation (include photos)	
Will you be keeping animals (type and amount)?	

Kitchen facilities

Describe the kitchen facilities available for use?

Toilets and Showers

Describe toilet and shower facilities?

Laundry Facilities

What laundry facilities will be provided for use?

Declaration

I/We declare that all details in this form are true and correct.

Name of applicant

Signature of applicant

Date

Name of owner

Signature of owner

Date

ATTACHMENT 2
Caravan Parks and Camping Grounds Regulations 1997
APPROVAL NOTICE
TEMPORARY ACCOMMODATION
(Living in a Caravan on private property)

Location: Lot: Application date:
Description of proposed development:
.....

The application for Temporary Accommodation is:

- ☐ Approved subject to the following conditions
- ☐ Refused for the following reason(s)

Conditions/reasons for refusal:

Condition Examples

- 1) *The temporary accommodation is limited to a 24-month period. This will give the landowner time to get a dwelling developed for occupation.*
- 2) *A toilet, hand wash basin, bath and/or shower and laundry trough being provided in the approved outbuilding (shed), to the satisfaction of the Shire.*
- 3) *Cooking facilities being provided for in the temporary accommodation (caravan).*
- 4) *A smoke alarm being developed in the temporary accommodation (caravan).*
- 5) *The temporary accommodation (caravan) being located to comply with setback standards of the applicable zone, and at least 1.8 metres from any structures.*

Date of determination:

Advice

- 1) The temporary accommodation cannot be used as holiday rental or for tourism purposes.
- 2) Should the temporary accommodation cease prior to the expiry of the permit, the local government must be notified.
- 3) The Shire reserves the right to withdraw an approval, where a breach of an approval condition has occurred. No refund is applicable.

Signed:

Dated: for and on behalf of the City/Town/Shire of:

Legislation: *Planning and Development (Local Planning Schemes) Regulations 2015*
Resolution No: OC163/25
Resolution Date: 25 November 2025
Amended:
Source: Town Planning
Date of Review: November 2026
Review Responsibility: General Manager Operations