

# HUME CITY COUNCIL CARAVAN PERMIT APPLICATION FORM

ABN 14 854 354 856  
1079 Pascoe Vale Road, Broadmeadows Vic 3047  
Correspondence: PO Box 119, Dallas Vic 3047  
Telephone: 03 9205 2200  
Email: [contactus@hume.vic.gov.au](mailto:contactus@hume.vic.gov.au)  
[www.hume.vic.gov.au](http://www.hume.vic.gov.au)

## APPLICANT DETAILS

|NAME OF APPLICANT \_\_\_\_\_

|POSTAL ADDRESS \_\_\_\_\_ |POST CODE \_\_\_\_\_

|📞 BH \_\_\_\_\_ |📞 AH \_\_\_\_\_

|📞 M \_\_\_\_\_ |EMAIL \_\_\_\_\_

## LOCATION DETAILS

|ADDRESS OF WHERE CARAVAN WILL BE KEPT \_\_\_\_\_

DO YOU OWN THE LAND WHERE THE CARAVAN WILL BE KEPT  YES  NO

(IF NO, A LETTER OF CONSENT FROM THE OWNER OF THIS LAND MUST ACCOMPANY THIS APPLICATION)

|REASON FOR USE \_\_\_\_\_

|DURATION OF USE \_\_\_\_\_ FROM: \_\_\_\_\_ TO: \_\_\_\_\_

|LOCATION OF CARAVAN ON THE LAND (FRONT YARD/ BACK YARD) \_\_\_\_\_

|NO OF PEOPLE WHO WILL OCCUPY CARAVAN \_\_\_\_\_

## DESCRIPTION OF CARAVAN

|MAKE OF CARAVAN \_\_\_\_\_

|LENGTH: \_\_\_\_\_ |WIDTH: \_\_\_\_\_ |NO BERTHS: \_\_\_\_\_

|PROPOSED MEANS OF HYGIENE \_\_\_\_\_

|PROPOSED MEANS OF SANITARY REQUIREMENTS \_\_\_\_\_

|PROPOSED MEANS OF GARBAGE DISPOSAL \_\_\_\_\_

|PROPOSED MEANS OF POWER \_\_\_\_\_

|OTHER RELEVANT INFORMATION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## REQUIRED DOCUMENTS

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| <ul style="list-style-type: none"><li>I have attached a photo/sketch showing where the caravan will be located on the land.</li></ul>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <ul style="list-style-type: none"><li>I have attached written consent from the owner of the property on which the caravan will be situated. (if the property is not owned by the applicant)</li></ul> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

***Applications will not be processed without the above documentation***

**I understand and acknowledge that:**

- **The information provided in this application is true and complete to the best of my knowledge.**
- **This application is a legal document and penalties exist for providing false or misleading information.**
- **Hume City Council may refuse this application if it becomes evident that any information or supporting document provided is incomplete or false.**
- **The application will not be processed until payment of the application fee is received by Council.**
- **I have read the “Conditions and Information” and agree to comply with all conditions stipulated**
- **I understand that I am not to camp in or occupy a caravan not in a registered caravan park or camping area (as the case may be), until a permit has been issued.**

|APPLICANTS SIGNATURE \_\_\_\_\_

|DATE \_\_\_\_\_



# HUME CITY COUNCIL CARAVAN PERMIT CONDITIONS

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**A permit is required for a person to camp in or occupy a caravan unless in a registered caravan park or camping area.**

*(Council's General Local Law No.1 – 2013, Part 3 – AMENITY, clause 3.2)*

## **Caravan Application Conditions:**

- Application must be completed and all supporting documents supplied before your application can be processed.
- If Applicant is not the land owner, written consent from the land owner must be provided with the completed application.
- Sanitary facilities located inside the caravan or premise to be used at all times.
- Caravan not to be used for permanent place of residence, permits will only be valid for a maximum period of 12 months.
- Caravan only to be occupied by the approved number of occupants at any time.
- The permit is subject to review on receipt of any substantiated complaint.
- Any power to be supplied to the caravan is to be maintained as per relevant regulations.
- Ensure caravan does not cause a detrimental effect to the amenities of the area.
- Ensure waste water can be effectively disposed of so as not to cause an odour/nuisance.
- No more than one tent or caravan will be allowed on the land at any one time.
- Permits will only be issued for private land. No permit will be issued for roads or municipal places.
- Council reserves the right to revoke this permit at any time if in the opinion of an Authorised Officer any condition of the permit is being breached.



# HUME CITY COUNCIL CARAVAN PERMIT GUIDELINES & INFORMATION

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## GUIDELINES & INFORMATION FOR CARAVAN APPLICATIONS:

### Who can apply?

Anyone looking to camp in or occupy a caravan that is not in a registered caravan park or camping area can apply for the permit.

### When can I apply?

Applicants may apply once they have obtained all the required information and documentation required with this application in order for it to be processed.

### What does Council take into consideration when assessing an application?

- The applicant's proposed means of hygiene, sanitary requirements, garbage disposal and power are satisfactory.
- The number of people occupying the caravan.
- The location of the caravan on the land.
- Reason for use of the caravan on the land.
- Length of intended occupancy.
- Any objections to the application.

### How do I apply?

You must complete the application and provide all relevant documentation in order for your application to be processed. You can lodge your application using the following options:

**In person:**  
1079 Pascoe Vale Road Broadmeadows 3047  
40 Macedon Street Sunbury 3429  
75-95 Central Park Avenue Craigieburn 3064  
Office hours are Monday to Friday 8.00am-5.00pm

**By post:**  
Hume City Council, PO Box 119, Dallas 3047

**By email:**  
[contactus@hume.vic.gov.au](mailto:contactus@hume.vic.gov.au)

### How much does it cost?

Council does not charge a fee for Caravan Applications.

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