**Use Recreational Vehicles Keep Excess Unregistered Vehicles**

**Keep Long/Heavy Vehicle Place a Shipping Container**

**Reside in a Temporary Dwelling (up to 60 days) Discharge Fireworks**

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| **Things you should know before applying** |

* If you are not the owner of the land/property, you must have approval from the land owner to apply for and carry out the requested permit activities in this application.
* If applying to reside in a temporary dwelling (for up to 60 days), a permit cannot be issued if the property is owned by the Office of Housing. Also, permits cannot be issued to reside in a motor vehicle, shipping container or shed.
* If applying to discharge fireworks on private land, it is illegal to discharge fireworks unless they are discharged by a licensed pyro-technician who holds the appropriate public liability insurance with a minimum coverage of $10M.

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| **Application checklist** |

To be eligible for a permit, you must provide certain information specified in this checklist. Not providing the information will result in a delay or non-approval of your permit application.

**Site plan.** You must provide a site plan in the template provided in section 7. Photographs may also be submitted to support your application.

**Land owner approval.** If you are not the owner of the land/property, you must have approval from the land owner and provide their name and contact number.

**If applying to discharge fireworks,** you must provide a copy of the licensed pyro-technician’s Public Liability Insurance policy.

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| **How to lodge and pay** |

**The application fee of $120** must be paid at the time of lodging your application. Application fees are non-refundable. If you need clarification on fees or require more information about permits, call Council on 9705 5200.

You can lodge your application:

|  |  |  |  |
| --- | --- | --- | --- |
| envelopelogo | **By mail** (cheque or money order only)  Do not send cash by mail. Enclose a cheque or money order made payable to ‘City of Casey’ and post the completed form and payment to:  City of Casey  PO Box 1000  Narre Warren VIC 3805 | inpersonlogo | **In person** (eftpos, cash, visa, mastercard, cheque or money order)  **Narre Warren**  Bunjil Place, Patrick Northeast Drive  Monday - Friday: 8:30 am - 5:00 pm  **Cranbourne**  Cranbourne Park Shopping Centre  Monday - Friday: 9:00 am - 5:00 pm  Saturday: 9:00 am - 12:00 pm  *Offices not open on public holidays.* |

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| **Privacy** |

City of Casey is committed to protecting your privacy. Your personal information will be handled in accordance with the *Privacy and Data Protection Act 2014*. All personal information collected by the City of Casey will only be used for the purposes outlined within our Privacy Policy. Council’s Privacy Policy is available from our website [www.casey.vic.gov.au/council/your-council/privacy](http://www.casey.vic.gov.au/council/your-council/privacy) and all Council Customer Service Centres. For further information about how Council manages and uses your personal information or how you can access and/or amend your personal information please contact Council’s Privacy Officers via our website [www.casey.vic.gov.au/council/contact/feedback-form](http://www.casey.vic.gov.au/council/contact/feedback-form) or by calling on 9705 5200.

|  |  |  |  |
| --- | --- | --- | --- |
| **Office use only** | | | |
| Payment received (date) |  | Receipt number |  |

|  |
| --- |
| **Applicant’s details** |

Surname Given names

|  |  |  |
| --- | --- | --- |
|  |  |  |

Property address

|  |
| --- |
|  |

Suburb Postcode

|  |  |  |
| --- | --- | --- |
|  |  |  |

Telephone (BH) Mobile Email (all email correspondence will be sent to this email)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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Are you the owner of the land/property for which you are seeking the permit?

Yes 🡪 Go to the permit details section below

No 🡪 You must have obtained approval from the land owner to conduct the permit activity/ies on the property and provide the   
 name of the land owner and a contact telephone number

Name of land owner Contact telephone (BH)

|  |  |  |
| --- | --- | --- |
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| **Permit details** |

If granted, how would you like to receive your permit?

By email  By post to the property address above

What type of permit are you applying for? (choose all that apply)

Use recreational vehicles 🡪 Complete sections 1 & 7.

Keep a long/heavy vehicle 🡪 Complete sections 2 & 7.

Keep excess unregistered vehicles 🡪 Complete sections 3 & 7.

Place a shipping container 🡪 Complete sections 4 & 7.

Discharge fireworks 🡪 Complete sections 5 & 7.

Reside in a temporary dwelling for up to 60 days 🡪 Complete sections 6 & 7.

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| **Section 1 – Use recreational vehicles** |

**Provide details of the recreational vehicle use**

Date and times

|  |  |  |  |
| --- | --- | --- | --- |
| Period or Date/s | Day of the week (e.g. Sunday) | Start time | Finish time |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

List all recreational vehicles that will used

|  |  |  |  |
| --- | --- | --- | --- |
| Type of vehicle  (motorbike, buggy, 4WD etc) | Make | Model | Engine size |
|  |  |  |  |
|  |  |  |  |
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| **Section 2 – Keep a long/heavy vehicle** |

**Provide details of all long/heavy vehicles to be kept at the property**

List all long/heavy vehicles to be kept at the property

|  |  |  |  |
| --- | --- | --- | --- |
| Registration number | Type of vehicle (e.g. truck) | Length including trailer | GVM |
|  |  |  |  |
|  |  |  |  |
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| **Section 3 – Keep excess unregistered vehicles** |

**Provide details of all unregistered vehicles to be kept at the property**

What is the land size of the property where the excess unregistered vehicles are to be kept?

Under 1,000 square metres 1,000 square metres or more

Details of all unregistered vehicles to be kept at property (list all unregistered vehicles, not just the excess)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Make | Model |  | Make | Model |
|  |  |  |  |  |
|  |  |  |  |  |

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| --- |
| **Section 4 – Shipping container** |

**Provide details of the shipping container**

For what period will the shipping container be on the property?

Date from Date to

|  |  |  |
| --- | --- | --- |
|  |  |  |

What size is the shipping container?

40 foot 20 foot

Other (please specify)

|  |
| --- |
|  |

What is the purpose for getting the shipping container?

|  |
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| **Section 5 – Discharge fireworks** |

**Provide details of the fireworks**

When are you proposing to discharge fireworks?

Date Start time Finish time

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

What is the reason for discharging the fireworks?

|  |
| --- |
|  |

What type of fireworks will be discharged?

Low impact noise levels High impact noise levels

Name of licensed pyro-technician License number Contact telephone number (BH)

|  |  |  |  |  |
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| **Section 6 – Reside in a temporary dwelling** |

**Provide details of the temporary dwelling**

Type of temporary dwelling

Caravan Mobile home Moveable dwelling Tent

Other (please specify)

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|  |

When are you proposing to reside in the temporary dwelling?

Date from Date to

|  |  |  |
| --- | --- | --- |
|  |  |  |

What is the reason for residing in the temporary dwelling?

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| **Section 7 – Site plan (all applicants must complete this section)** |

**You must provide a site plan using the template below.**

**Using the symbols below,** show the location of:

* all houses/dwellings and garages on your property; and
* where the proposed use will take place.

If completing the diagram on screen, you can copy and paste the symbols and resize accordingly. If drawing the diagram by hand you can resize the symbols to suit your needs. If re-sized, all symbols still need to be identifiable.

If the space provided is insufficient, attach a separate diagram using the same template and symbols.

**Symbols** House/Dwelling = Garage = Proposed use =

|  |
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| Street frontage of your property |

|  |
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| **Applicant declaration** |

**By lodging this application you declare that:**

* The information provided in this application form and all attachments is true and correct. You understand it is an offence to provide false information and penalties apply.
* If you are not the land owner of the property to which this application applies, you have sought and gained approval from the land owner to apply for and keep excess animals or livestock on the property.
* If the permit is granted, you will comply with all permit conditions and the *City of Casey Community Local Law 2018.*

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| **Checklist** |

**Remember, your application cannot be processed without the application fee and information specified in the checklist on the first page of this form.**

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| **What happens next?** |

* Council will consider your application. You may be required to provide further information.
* Neighbour feedback forms will be forwarded by Council to the neighbouring properties that may be affected by this application.
* In most cases, a Council Officer will contact you to arrange a visit to the property and determine whether to grant a permit.
* Additional permit fees apply for long/heavy vehicles.
* If approved, your permit will be sent to you. If not approved, you will be advised in writing.

