



# Application for Permit

## To Keep a Tent or Caravan on Vacant Private Land 2023/24

Pursuant to Clause 16 of the South Gippsland Shire Council's General Local Law 2014

**PLEASE NOTE: A non-refundable fee of \$131.50 is payable upon application**

Applications can only be submitted after the relevant Planning and/or Building Permits have been obtained. Permits are issued for one (1) year only and are not extendable or renewable after expiry.

**APPLICANT DETAILS:**

Full Name: .....

Postal Address: .....

Property Address at which tent or caravan will be kept:  
.....

Daytime Contact Number: .....

Email Address: .....

**APPLICATION PARTICULARS:**

Have you obtained a Planning Permit? Yes  No

What is your Planning Permit Number? .....

What date was your Planning Permit issued? .....

Have you obtained a Building Permit? Yes  No

What is your Building Permit Number? .....

What date was your Building Permit issued? .....

**How is wastewater to be disposed of?**

Porta-loo/Chemical toilet with off-site removal Yes  No

Wastewater retention tank built into caravan with off-site disposal Yes  No

On-site septic tank system - Yes  No

Septic Tank Permit No: .....

Other – Please Describe: .....

Council’s Environmental Health Officer may contact you for further information in relation to your wastewater disposal system.

Applicant Signature: ..... Date: .....

Clause 16 of the South Gippsland Shire Council’s General Local Law 2014 states:

**16. Camping**

- (1) A person must not, without a permit, camp in a public place in a tent or caravan unless they are within a caravan park registered under the *Residential Tenancies Act 1997* or an area determined by the Council to be available for camping purposes.
- (2) A person must not, without a permit, camp or place a tent or caravan on any private vacant land.
- (3) A permit issued under subclause (2) is restricted to a maximum of one year’s duration and must not be extended or renewed in respect of the same land.
- (4) Notwithstanding subclause (2), during the period 1 November to 1 May (inclusive) or school holiday periods, a person may camp or place a tent or caravan without a permit subject to the requirements set out in the Schedule to this Local Law.

Please return this completed application form and payment to:

**South Gippsland Shire Council  
Local Laws Department**

9 Smith Street (Private Bag 4), Leongatha Vic 3953  
DX 94026 Leongatha  
Tel: 03 5662 9200  
Fax: 03 5662 3754  
Email: [council@southgippsland.vic.gov.au](mailto:council@southgippsland.vic.gov.au)  
Web: [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)

**OFFICE USE ONLY:**

Receipt No: ..... Amount Paid: \$..... Date: .....