

## Schedule 9 - Application to Camp on Private or Council Managed Land Permit

General Local Law 2018 Clause 2.11, 2.12 & Part 6  
(Owner/Occupier)

- A non-refundable application fee of \$39.50 applies to this Permit.
- The lodging of this application is not to be construed as permission for the activity noted in this application to be undertaken. Lodgment of an application does not automatically entitle a Permit to be issued.
- Applicants must allow a minimum of 21 working days for processing of this application.
- An Authorised Officer of Council will inspect the camp site before the granting of a Permit.
- Council will advise you in writing of the outcome of your Permit application.
- Permits are valid for the period stated within the Permit and are subject to compliance with all listed Permit conditions.

If your application does not contain all information required, it will be returned to you for the provision of the relevant information.

Applicant Details	
Name:	
Job/Role title: (if company/organisation)	
Address:	Street: Town: Postcode:
Phone:	Mobile:
Email:	
Postal Address: (if different from above)	Street: Town: Postcode:
How would you like to receive your Permit?	
By email <input type="checkbox"/> By post <input type="checkbox"/> Collect from Customer Service Centre <input type="checkbox"/>	
Details of Camping Property/Location:	
Address where you propose to camp:	Street:
If different from address	Town: Postcode:

**Are you the owner of the land/property for which you are seeking the Permit?**

**Yes** ☐ Please complete the section below – “Camp Details”

**No** ☐ You must supply written approval from the land owner. Please complete the Owner details section below.

**Property Owner Details**

**Name of land owner:**

**Address:**

Street:

Town:

Postcode:

**Phone (mobile):**

**Email:**

**Postal Address:**

*(if different from above)*

Street:

Town:

Postcode:

**Camp Details**

**What are you proposing to camp in eg. tent, caravan, trailer, temporary shelter:**

**When are you proposing to camp? (period or dates)**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**For the purpose of:**

(eg. temporary residence, shelter, building, duration of stay if longer than 30 days in a 6 month period, etc.)

Glenelg Shire Council  
National Relay Service: 13 36 77

PO Box 152, PORTLAND VIC 3305  
email: [locallaws@glenelg.vic.gov.au](mailto:locallaws@glenelg.vic.gov.au)

Phone: 1300 GLENELG (453 635)  
website: [www.glenelg.vic.gov.au](http://www.glenelg.vic.gov.au)

## Things you should know before applying

- According to the General Local Law 2018, a person must not camp in a sleeping bag, temporary shelter, caravan, trailer or vehicle on a road, or in a public place.
- Keep or occupy any caravan, recreational vehicle or moveable dwelling on private land for more than 30 consecutive days within a 6 month period other than for storage purposes.
- Written permission must be provided by the Owner of the land giving the applicant permission to camp on the land for a continuous period of 30 days or less in a 6 month period in the case of vacant private land.
- Occupant will have to comply with the General Local Law 2018 (Part 3) Animals

### **Are you eligible for a Permit to Camp?**

- Applicant will need clear, unobstructed access from camp to a habitable dwelling with a toilet at all times
- Sufficient lighting needs to be provided for access to habitable dwelling after dark
- Toilet access (clean) within 15m from habitable dwelling
- Powerlines to be securely erected overhead, to prevent power failure, trip hazard, etc.
- Comply with General Local Law 2018 provisions in relation to General Amenity of Land
- Sullage/grey water to be drained to a properly constructed drainage outlet

### **Application Checklist**

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

- ☐ **Site Plan:** You must provide a site plan on the template provided (page 5).
- ☐ **Public Liability Insurance:** Please provide a copy of the property owner's current Public Liability Insurance (Certificate of Currency) showing a minimum of \$10 million.
- ☐ **Photographs:**  
Please submit photos of the camp setup for the camping period to support your application.
- ☐ **Land owner approval:** If you are not the owner of the land/property, you must provide written approval from the land owner and provide their name and contact number.
- ☐ **Toilet/Lighting Facilities:**  
Please explain in the space provided, what Toilet Access and Lighting will be used:

### **How to lodge your application**

You can lodge your application:

By email: [locallaws@glenelg.vic.gov.au](mailto:locallaws@glenelg.vic.gov.au)

By Post: PO Box 152 Portland Vic 3305

In person: Glenelg Shire Council Customer Service Centre  
71 Cliff Street, Portland, Victoria 3305  
Office Hours: 8.30am – 5.00pm Monday – Friday  
Telephone: 1300 GLENELG

## 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, sheds, garages and water sources (taps, tanks, dams etc.) on your property; and
- the proposed camp location.

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

### Symbols:

House/Dwelling



Garage/Shed



## Water Source



Proposed camp location

**X**

### Site Plan:

[illegible]

## Applicant Declaration:

### By lodging this application you declare that:

- You are the applicant or are authorised by the applicant to lodge this application.
- The information provided in this application form and any attachments are 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 provided written approval from the land owner to camp on the land in this application.
- If required, you have obtained or will obtain all necessary planning and other Permits under legislation.
- If the permit is granted, you will comply with all Permit conditions and the Glenelg Shire Council Local Law 2018.

<b>Applicant Signature (or authorised on behalf of the Permit holder):</b>		<b>Date:</b>	
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The personal information requested on this form is being collected by the Glenelg Shire Council for municipal purposes as specified in the Local Government Act 2020. The Council will use this information only for the specific purpose of collection or for directly related purposes. The information will not be disclosed except as required or specifically authorised by law. You may request access to any personal information that Council may have collected about you. Also, you may request correction of your personal information if you can establish that it is not accurate or complete. Such requests should be directed to Council's Privacy Officers – telephone 03 5522 2305.

### WHAT HAPPENS NEXT?

- Council will consider your application. You may be required to provide further information.
- A Council Officer will contact you to arrange a visit to the property to determine whether to grant a Permit.
- If approved, your permit will be provided to you. If your Permit is not approved, Council will contact you.
- All other relevant/applicable Permits, including Planning Permits must be obtained prior to camping.