

CARAVAN LICENCE FAQ Sheet



Break O'Day Council recently adopted a new caravan By-Law. The new By-Law requires you provide us with some extra information so we can approve your new caravan licence. (More information below).

Those who already held a Caravan Licence should have received a letter from us with a new application and pro-rata invoice for the remainder of this Financial Year.

I have already previously held a caravan licence, do I need to apply?

Yes. All caravan licences are required to be issued under the new By-Law so all previous caravan licence holders must re-apply.

How long will my caravan licence last?

Caravan licences will be current for 12 months (1 year).

If you already had a caravan licence you should have received an invoice for the remainder of the Financial Year, 1 February 2024 – 30 June 2024 from us with a new application form.

I stay in my caravan less than 30 days a year – do I need a caravan licence?

No. If a caravan is occupied for less than 30 days per calendar year you do not need a caravan licence.

Do I need to pay someone qualified to draw a site plan?

No. Caravan site plans do not need to be drawn by a qualified person, an approximate site plan drawn by yourself or someone else is acceptable.

The site plan must include the outline of the property, the siting of the caravan and include estimated distances to boundaries, all existing buildings and the location of vegetation screening or fences.

If you have required planning permission for your caravan previously, we may have a plan on record. Providing it meets the above criteria, you may be able to use this. Just note on your application that there is a site plan on file.

Why do I need to provide photographs of my caravan?

In order to understand the environmental impact of your caravan, we require information about what connections and fixtures are on site, for example water and waste water.

As part of your application for a Caravan Licence we will need to see photographs of all internal amenities and fixtures (taps, sinks, toilets etc) as well as a photograph of the outside of your caravan.

1. A photograph of the outside of the caravan, looking at the entrance with clear viewing of the entire caravan. This is so we can understand how your caravan is situated on-site.



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2. Photographs of your bathroom and kitchen so we can see what amenities and fixtures you have in place as well as smoke detectors and fire extinguishers. If you are not sure if it needs to be included, you can send it to us anyway.

NOTE: Council takes maintaining privacy of community members seriously. Photographs supplied are used for and archived for caravan registration assessment purposes ONLY.

Photographs, as well as any other documents for your application can be emailed to Council at admin@bodc.tas.gov.au

Why do I need a site plan for a caravan licence and screening?

We understand that a lot of people in Break O'Day use caravans on their property for short stays or while constructing a home and we support this where appropriate.

On the other hand, Council acknowledges that caravans can sometimes create problems for neighbours and others in the community. Concerns commonly raised with us include:

- Devaluation of property
- Negative visual impact
- Noise disturbances
- Poor management of waste water and grey water.

To minimise these concerns we require a site plan and other information to help us understand the impact, if any, your caravan may have on others. Council expects that:

- Your caravan and lot will be maintained in good order at all times and there will be no waste or personal items stored externally

that are visible from the street.

- Your caravan will be positioned away from the street and partially screened by a 1.5m high boundary fence, landscaping or garden walls.
- A solid front boundary fence above 1.2m will require planning approval from Council.
- Any external BBQ or main outdoor areas should be located at the rear of the caravan

What kind of screening must I use?

Your caravan must be partially screened when viewed from the street. If this is not the case, you can use fencing, landscaping or garden walls providing that it is 1.5m high.

NOTE: A solid front boundary fence above 1.2m high requires a planning application.

I have more than one caravan, how many licences can I have?

In a general residential zone, you may have two caravans per lot under 1000m².

If you have more than this, you will need to seek approval from Council's General Manager. Give us a call or send an email to admin@bodc.tas.gov.au if you would like to do this.

STILL HAVE QUESTIONS?

Email: admin@bodc.tas.gov.au

OR

Phone: 6376 7900