

PROCEDURES

Purpose

The purpose of the Tiny House on Wheels Pilot is to design, establish and evaluate a pilot program to enable and test Tiny Houses on Wheels as a lawful and safe contribution to housing affordability and diversity in the Surf Coast Shire.

Definition

A Tiny House on Wheels is a self-contained dwelling which is built on a wheeled trailer base (registerable chassis) and can be transported onto the site. For the purposes of this Pilot a retrofitted bus, van or truck, wagon, shipping container, caravan, tent, yurt, non-retrofitted vehicle or 'donga' transportable or park home, is not a Tiny House. The Tiny House on Wheels must remain on wheels during the Pilot.

Why is the Pilot program important?

It will enable Council to test the conditions under which Tiny Houses on Wheels are allowed and regulated, in a manner that services the community, and to identify and mitigate risks.

Principles for Considering a Tiny House on Wheels

It is recommended that approval is gained prior to purchase of your Tiny House on Wheels, as there are numerous elements to consider before applying to be part of the Pilot:

Short Term Holiday Rentals	Tiny Houses on Wheels must not be used at any time for short-term holiday rentals.
Planning Scheme Provisions	<p>In some circumstances a Tiny Houses on Wheels may require a planning permit under the Surf Coast Planning Scheme. This is dependent largely on the type of accommodation (how the Tiny House is occupied).</p> <p>The Pilot is applicable to locations where <u>no</u> planning permit is required. This can be assessed by Council and is considered on a case-by-case basis.</p> <p>Information on the potential zones and requirements is listed further below.</p> <p>Some sensitive areas have overlays to protect residents and the environment. Land in the following overlays as identified in the Surf Coast Planning Scheme will be excluded from the Pilot:</p> <ul style="list-style-type: none"> • Bushfire Management Overlay (unless within the township settlement boundaries) • Floodway Overlay, Land Subject to Inundation Overlay • Salinity Management Overlay
Land Title Details	<p>The placement of a Tiny House on Wheels must comply with any restrictions or conditions on the Certificate of Title, including Covenant, Section 173 Agreement or other restriction.</p> <p>The Tiny House on Wheels must not be placed on any easements on the land.</p>
Siting of Tiny House on Wheels	<p>The Tiny House on Wheels must be sited on the land appropriately, having regard to:</p> <ul style="list-style-type: none"> • Minimising the impacts on neighbours through suitable setbacks. • Minimising the impacts on the character of the area. • Avoiding/minimising the impacts on any existing vegetation.
Access and transport	<p>Must be able to reasonably transport the Tiny House on Wheels to and from the site.</p> <p>There must be an existing all-weather access to the site for transportation and on-site parking for the residents.</p>

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Requirements	<p>The Tiny House on Wheels must be built to the relevant BAL (Bushfire Attack Level) requirements where in a Bushfire Prone Area.</p> <p>There must be appropriate access to water, electricity/gas and domestic refuse systems. It should be noted that Council's standard waste service consists of one set of four bins, but if necessary, the property owner may request an additional bin(s) for an annual fee. When this is no longer required, a cancellation may be requested.</p> <p>There must also be systems in place to manage sewerage, stormwater and grey water.</p> <p>It is recommended that approval is gained prior to purchase of your Tiny House on Wheels.</p>
Consultation	<p>All applicants are encouraged to discuss their plans with their neighbours. Council will write to any neighbours regarding the decision to allow a Tiny House on Wheels to be placed on the land.</p> <p>There is no requirement under the Local Law to advertise an application for the purposes of determining whether a permit should be granted.</p> <p>Feedback received from any neighbour will be used to identify issues and find opportunities to improve the outcome.</p>
Keeping of animals	<p>Must comply with all existing legal requirements for the keeping of animals (i.e. cat curfews, number of animals, and registrations). For the purposes of numbers of animals this relates to the property as a whole (including existing residence).</p>

Surf Coast Planning Scheme

The following table provides an example where planning permits may be required for Tiny Houses on Wheels. It is important to note that the specific site conditions as well as circumstances around the use/occupation of the Tiny House on Wheels may affect the requirements and it is recommended that this be considered a guide only. Council will assess each application on its own merits.

Land Use	Permanent residence (ongoing occupation)		Other accommodation (persons living away from usual place of residence)	
	Vacant site	Exist. Dwelling	Vacant site	Exist. dwelling
Township Zone	Conditions must be met	Conditions must be met		Conditions must be met
Low Density Residential Zone				Conditions must be met
General Residential Zone				Conditions must be met
Rural Living Zone	Conditions must be met			Conditions must be met
Rural Conservation Zone				Conditions must be met
Farming Zone	Conditions must be met		Excl. Rural Workers (no permit if conditions met)	Conditions must be met

KEY

No planning permit required

Planning permit required

Prohibited

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Other approvals

You may also require separate approvals for:

- Removal or destruction of any vegetation.
- Onsite wastewater management system (septic tank).
- Any temporary associated structures.
- A second waste collection service.
- Connection to mains water supply.

These will be considered as part of your application process and may impact on your eligibility for the Pilot.

Pilot Process

1. Apply for inclusion within the Pilot.
2. Applications are assessed for suitability; additional information may be requested.
3. If successful, an invitation to be part of the Pilot will be provided with details of next steps.
4. Further approvals may need to be secured before a permit issued (i.e. onsite wastewater management system).
5. On submission of these approvals, a Temporary Residence permit under the Local Law will be issued, subject to terms and conditions.
6. At least 14 days before any action is taken to place the Tiny House on Wheels on the land, Council must be notified.
7. Council will notify neighbours and provide information on the Pilot and how feedback will be obtained.

Application timeframes

The pilot will run until **13 December 2026**. All permits issued will be valid until this date.

Applicants can lodge an online application form or email to planningapps@surfcoast.vic.gov.au

- Applications will be acknowledged within 3 days.
- Outcome of assessment will be provided within 28 days of receipt (including a request for information or advice on suitability for pilot).
- Local Law permit will issue within 14 days of receipt of any further approvals/information required.
- All permits will be valid until 13 December 2026.
- 14 days prior to commencing any site preparations or works associated with installing the Tiny House on the land, Council must be notified to enable notice to neighbours to occur.

The permit is not transferrable and will be for the occupant for the duration of the pilot. You must advise Council if the Tiny House on Wheels is removed from the site, or the occupant changes. Significant changes may require a new permit application.

During the pilot

Council is committed to monitoring and evaluating the success of the pilot. The following will occur:

- Inspections of the Tiny House on Wheels may be undertaken by Council officers (Building Services, Planning Compliance and Environmental Health) to confirm that conditions are being adhered to. Notification of inspections will occur in consultation with the resident/owner.
- Feedback will be sought from the residents, owner of the host land, and neighbours as part of the Pilot to understand each party's experience. This will include targeted consultation within commencement, mid-way and towards the completion of the Pilot:
- Feedback is welcome at any stage, and Council will be monitoring for compliance and will keep a register of any complaints.
- In the event of non-compliance, Council may revoke the permit issued under Local Laws, and a reasonable amount of time will be provided for the Tiny House on Wheels to be removed from the land.

After the pilot

Tiny Houses on Wheels are relatively new housing solution, and we hope the Pilot will lead to an ongoing pathway for legal occupation. While the outcomes of the Pilot cannot be pre-empted, Council will continue to work with Tiny House on Wheels owners from the Pilot on the way forward.