The Chief Executive Officer <insert your name and address>

<insert name of council> <insert your address>

<insert council address> <insert your Phone number>

<insert Date>

Attention: Planning Department

Planning and Development Manager (copy)

Alderman/Councillor (your elected rep) (copy) (instruction: send this copy to them yourself)

Dear Officer,

**Tiny House Enquiry – a moveable dwelling**

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<<INSTRUCTION. Use the below template as a starting point in developing your own personalized communication to your council to engage with an outcome of gaining approval to reside or dwell in a tiny home; please register your responses to engagement with councils in spreadsheet xyz, located abc. We ask you do not record personal information other than request and response>>

<<note: this template is written with a view of a single tiny home enquiry, not multiple tiny homes which would alter the approach – template to use>>.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This is a request to engage with <INSERT NAME OF COUNCIL> to understand the process to enable approval for me to dwell in a tiny home at (INSERT ADDRESS AND OR REGION / AREA).

I am enquiring in relation to : <note : only choose ONE of the below>

1. Tiny house on wheels (a small home built on a trailer with wheels) (moveable)
2. Tiny house on skids (moveable)
3. A container home (moveable)
4. Granny flat with foundations – (fixed) this letter is not applicable

**Australian definition of a Tiny House**

* Tiny houses are moveable dwellings under 50 square metres on a trailer or skids or a shipping container for residential use. They can be constructed to high quality residential construction standards and include electricity and gas certification. A Tiny House has a smaller environmental footprint than traditional housing. (*Australian Tiny House Association 2019*)

**My Question: Tiny House enquiry - Council’s position on Tiny Housing**

Can you please detail the application process for me to apply for approval to site a Tiny House within the ……… council /shire area.

I understand that I may need to comply with town planning regulations and other council requirements, I wish to gain clarity on what they are.

I’m also passionate about being involved in resolving some of the housing challenges that tiny homes can offer as a solution or outcome. Refer appendix 3. My hope is that my council is also open to solutions and outcomes for the housing of constituents.

**#a Thank you in advance** – if there is a process to support my question.

**#b Influencing Change** – if the response to my question is there is not a process or the process is unclear or ambiguous, can you please advise who I can engage with within the council to provide case studies and information on where other councils in Australia are amenable to tiny homes and the journeys they and other planning bodies internationally have taken.

Attachments :

1. Specifications of the proposed tiny home
2. Benefits of a tiny home (info graphic from ESC consulting)
3. Further material to help knowledge awareness of tiny homes in Australia

Yours Faithfully,

<insert you name and signature>

**Specifications of the Proposed Tiny Home**

<you amend as you need, the below are suggestions of what you would include, if some of these are not known, you can insert unknown at this time>

Address <insert address>

<*note : this is not mandatory or required; only enter if you wish to at the initial enquiry stage)*

|  |  |
| --- | --- |
| **Tiny house specifications (within 50m2)** | |
| On a Trailer, tiny house on wheels | Yes / no |
| Skids | Yes/ no |
| Container | Yes/no |
| If on wheels is trailer registered | Yes / no |
| Is the structure insured or proposed to be insured | Yes / no |
| Is it the primary dwelling on property | Yes / no |
| Is there another primary dwelling on the property and the tiny home will be an additional dwelling | Yes / no |
| What is the length of the tiny home |  |
| What is the width of the tiny home |  |
| What is the height of the tiny home |  |
| Do you propose to connect to sewer or install an Australian Standard compost toilet | <you can say not yet decided upon until engagement with council > |
| Management of grey water | Hook into storm water of main dwelling (or) install a grey water system (or) run grey water out onto ground |
| Power will be connected to mains | Yes/no or hybrid (mix of mains and solar) or 100% solar |
| Who will reside in the tiny home |  |
| What is the relationship to the main home dweller | relative/friend/tenant/caretaker |
| How many people are planned to reside in the tiny home |  |
| Do you propose to earn an income from the tiny home | Yes / no |
| What is the external cladding of the tiny home | Metal  Timber  Mix of metal and timber  Other |
| What is the roof constructed of and what sort of pitch | Metal or other material  Skillion / pitched / other |
| Will there be water supply to the tiny home | Yes / no |
| If there is water supply, where from | Mains or tank or from its own water capture (self contained) . |
| Will the tiny home have a fire extinguisher | Yes / no |
| Will the tiny home have a carbon monoxide reader | Yes/no |
| Will the tiny home have a fire blanket | Yes/no |
| Have I approached my future neighbours in relation to placement on my tiny house | Yes / no |
| If you have do they have any objections | Yes / no |
| If they do have an objection what is their primary concern | Insert primary concern if any |

<NOTE : The above are proposed specifications; you can amend, alter or not include, the option is yours)

