

Short Stay Accommodation

The Shire's *Local Planning Scheme No. 7* (LPS No. 7) provides use classes of Holiday Home, Bed & Breakfast, Guesthouse and Chalet, collectively known as Short Stay Accommodation, which allows low impact commercial accommodations to be operated in some of the zones within the Shire.

Holiday Home

A Holiday Home is defined in LPS No. 7 as:

“ A single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast. ”

A Holiday Home which is utilised on a commercial basis (i.e. rented out to paying guests) requires planning consent to be issued under the Shire's Local Planning Scheme No. 7 (LPS No. 7) and compliance with Local Planning Policy 26 – Holiday Houses.

A Holiday Home is classified subject to the number of guests permitted and parking spaces available as either:

Holiday home (standard) means a single house (excluding ancillary accommodation), which might also be used for short stay accommodation for no more than six (6) people (but does not include a bed and breakfast, guesthouse, chalet and short stay accommodation unit); or

Holiday home (large) means premises conforming to the definition of holiday home (standard) with the exception that the premises provide short stay accommodation for more than six (6) people but not more than twelve (12) at any one time.

A minimum of two (2) car parking bays for holiday homes (standard) proposing to utilise more than two (2) bedrooms shall be provided on-site. In the case of a holiday home (large) a minimum of three (3) car parking bays will be required. All car parking is to be contained on-site and no verge area should be used for car parking.

Bed & Breakfast

The Shire's Scheme defines a Bed & Breakfast as:

“ A dwelling, used by a resident of the dwelling, to provide accommodation for person away from their normal place of residence on a short-term commercial basis and includes the provision of breakfast. ”

A Bed & Breakfast can accommodate up to 6 guests at any one time (exclusive of permanent residents). An application would need to demonstrate compliance with the Shire's Local Planning Scheme No. 7 (LPS No. 7) and compliance with Local Planning Policy 28 – Bed & Breakfast.

NB: additional guests will lead to the premises being required to be registered and comply as a Lodging House under the Health Act 1911.

Guesthouse

The Shire's Scheme defines a Guest House as:

“ An integrated building for short stay guests comprising serviced accommodation and on site tourism facilities such as reception, centralised dining and management. ”

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Home Office, Occupation or Business *(continued)*

Chalet

The Shire's Scheme defines a Chalet as:

“ *An individual self-contained unit usually comprising cooking facilities, ensuite, living area and one or more bedrooms designed to accommodate short-stay guests, forming part of a tourism facility.* ”

Health Requirements

Applications involving food preparation require additional approval from the Shires Health Services. A separate application and fee will need to be submitted to the Shire's Health Services Department for consideration. The Shire's Health Department should be consulted in this regard on 9733 7800.

Signage

Council may permit one sign on the property to indicate the development/dwelling is a Holiday Home, Bed and Breakfast, Guesthouse or Chalet establishment. The sign shall not exceed 0.2m². The sign may display the name, number and address of the building and the purpose for which the building is used or the name and address of the managing agent thereof. All other signage requires the approval of Council.

Application

An application for Planning Consent for a short stay accommodation is to include:

- A completed Application for Planning Consent (P1) form signed by all land owners;
- A site plan showing the building in relation to the lot boundaries, on-site parking and bin storage;
- A floor plan detailing internal arrangement of rooms (i.e. guest entry/exit, cooking and dining areas, guest areas and private areas [if applicable]);
- Details of the current septic system/ Waste Management Plan;
- A Property Management Plan; and
- A non-redeemable application fee, as per the Schedule of Fees and Charges.

Assessment Process

When an application is lodged, the Shire's Planning Services staff will assess the information provided by the applicant and give consideration to what effect the Use may have upon the general locality.

If the Holiday Home, Bed & Breakfast, Guest House or Chalet is considered to have a local impact or a non-compliance, the application will be subject to a process of public advertising in accordance with Clause 64 of the Deemed Provisions and Local Planning Policy 1 – Community Consultation. Local residents will be given the opportunity to comment, for which a 14 day period is allowed for submissions to be received.

The Shire has a statutory time frame of 60 days in which to make a decision (or 90 days if advertised).

Annual Renewal

If the application is approved, the application fee will cover the first 12 months of operation. Approvals for holiday Homes and Bed & Breakfast are valid for one year and must be renewed annually. Applications for renewal need to be lodged with the Shire prior to the current approval expiring and application fees are payable. The Shire may approve, approve with conditions or refuse a renewal application.

An application for annual renewal is to include:

- A completed Application for Planning Consent (P1) form signed by all land owners;
- A non-redeemable annual renewal fee, as per the Schedule of Fees and Charges.

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Further Information

For further information please refer to the Planning section of the Shire's website where the following information is available:

- Local Planning Scheme No. 7
- Local Planning Policies
- Information Sheets
- Shire's Schedule of Fees and Charges
- Application for Planning Consent form

Contact the Shire's Planning Services Department for further information.

Please Note: The information contained within this brochure is intended as a guide only. It is recommended that the advice and assistance of Shire's Planning Services staff be sought prior to lodgement of a planning application. The Shire of Waroona disclaims any liability for any damages sustained by a person acting on the basis of this information.

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