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## PP007 – Local Planning Policy 7 – Holiday Houses

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### 1. Intention

To:

1. Recognise the increasing market demand for Holiday Houses within the Shire of Waroona and to provide operators and other stakeholders with clarity on the issues that Council wishes to address.
2. Encourage Holiday Houses in residential dwellings in appropriate zones and locations where the proponent addresses relevant issues and suitably manages the use on an ongoing basis.
3. Ensure that these types of uses do not compromise the amenity of residential areas or nearby residents.
4. Encourage operators to abide by recognised best practice, relevant legislation and this policy.
5. Support the role of Holiday Houses as part of the tourism industry.

### 2. Scope

This policy applies throughout the district.

### 3. Definitions

In this policy, the following definitions apply:

**‘Holiday House (standard)’** means a single house (excluding ancillary accommodation), which might also be used for short stay accommodation for no more than six people (but does not include a bed and breakfast, guesthouse, chalet and short stay accommodation unit).

**‘Holiday House (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 people but not more than 12 at any one time.

**‘Short Stay’** means that no person is to stay for more than three months in any 12 month period.

**‘Holiday Home Accreditation Agency’** means the Tourism Council of Western Australia.

### 4. Statement

#### 4.1 Approval Requirements

1. A minimum of two car parking bays for Holiday Houses (standard) proposing to utilise more than 2 bedrooms shall be provided on-site. In the case of a Holiday House (large) a minimum of three 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.
2. All proposed Holiday Houses on Rural or Rural Residential blocks must include provisions for the storage of water in tanks of not less than 92,000 litres capacity unless satisfactory proof is provided that arrangements for connection to a Water Corporation reticulated water supply service has been made.

3. In the event that a proposed Holiday House does not have access to Council waste collection services, a Waste Management Plan, detailing how waste shall be disposed of, will be required as part of the application.
4. Details of the current septic system shall be submitted as part of the application. The application will be referred to the Shire of Waroona Environmental Health Department and an upgrade to the septic systems may be required.
5. A Property Management Plan shall be prepared to the satisfaction of Council and shall be required to be submitted as part of the planning application. The Property Management Plan shall detail the following:
  - Details of an agreement with a manager / caretaker or management company which lists their responsibility and shall include but not be limited to, matters such as maintenance and cleaning. The manager or Management Company shall be accessible twenty four hours a day, seven days a week and located within one (1) hour response time of the property.
  - Code of conduct for guests which shall, amongst others, list what is considered acceptable and unacceptable behaviour.
  - Details of how nuisance issues such as noise will be addressed by the manager.
6. In the case of an established permitted Holiday House, the owner is encouraged to prepare a property management plan.
7. As part of any approval for a Holiday House, Council shall condition that the following information be displayed in the Holiday House:
  - Annual Registration Certificate.
  - Caretaker/manager or Management Company and its contact details.
  - Emergency contact details.
  - Code of Conduct.
  - Fire and Emergency Response Plan (If available).

## 4.2 Fire and Emergency

The owner is encouraged to prepare a Fire and Emergency Plan as part of the planning application. The Fire and Emergency Plan may include the provision of the following fire safety measures:

- Provision of fire extinguishers, fire blankets and internal hardwired smoke alarms.
- Outside barbecues to be gas or electric.
- Emergency Evacuation Plan.
- Access to water supply.

## 4.3 Holiday House Register

Council will maintain a Holiday House register. The register will provide information on the owner and/or manager, property address, number of beds, car parking spaces and expiry / renewal date.

At the time of annual registration, formally non renewed approvals and houses that are no longer available for holiday homes purposes will be removed from the Holiday House register.

## 4.4 Voluntary Accreditation

Holiday House owners are encouraged to become a member of a suitable Holiday House accreditation agency.

## 4.5 Approval Period and Renewal of Holiday Houses

All initial planning approvals for holiday homes, including renewals of approvals granted under prior to this policy, shall be granted for a one year period unless Council determines otherwise. Such approvals may be renewed in the form of a new application made at least 6 weeks prior to the expiration of the initial approval.

Holiday Houses shall be required to renew annually (financial year). The annual renewal fee will be in accordance with Council's fees and charges as outlined on Council's website. The renewal shall be issued following an inspection of the site and dwelling by Council.

In determining an application for renewal, Council will consider the nature and validity of complaints (if any) made regarding the operation of the activity and any other information available relating to the adverse impact of the activity on the amenity of neighbours and surrounding area.

## 5. Legislative and Strategic Context

The *Planning and Development Act 2005* and the associated subsidiary legislation provide the broad framework within which this policy operates.

## 6. Review

This policy is to be reviewed every 5 years.

## 7. Associated Documents

Nil.

<b>Division</b>		Planning			
<b>Policy Number</b>		PP007			
<b>Contact Officer</b>		Manager Planning			
<b>Related Legislation</b>		Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015			
<b>Related Shire Documents</b>		Nil			
<b>Risk Rating</b>	Medium	<b>Review Frequency</b>	Every 5 years	<b>Next Review</b>	2024
<b>Date Adopted</b>		26/03/2019		OCM19/03/017	

Amendments		
Date	Details of Amendment	Reference
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
Previous Policies		
PR012 – Holiday Houses		