



Planning Information Sheet PS17 – Holiday Houses

October 2010

A Holiday House means a single house, excluding any granny flat or ancillary accommodation, which might be used from time to time for short stay accommodation for no more than six persons. Where accommodation is provided for more than six people but no more than twelve people it is classified as a Holiday House (Large). It does not include a bed & breakfast, a guesthouse, chalet or short stay accommodation unit. Please refer to Planning Information PS20 – Holiday Accommodation for further information on these uses.

It is Council's view that holiday houses are more appropriate to and expected within the coastal communities of the Shire or within close proximity to major tourist attractions, and so applications for planning approval are more likely to be approved for those locations. Conversely, holiday houses are not considered to be appropriate within the residential districts of inland settlements where approvals for such uses are not likely to be supported. Holiday houses are not permitted on Priority or General Agriculture (rural) zoned land.

Unless the local government determines otherwise, any approval granted for such a development will be granted for a limited period of one year renewable by way of further application towards the expiration of that period. If the local government has received complaints regarding the holiday house activity, a further approval may not be granted.

Do I need planning approval?

Under the provisions of Council's Local Planning Scheme No. 1 planning approval is required if you intend to provide short stay accommodation to anyone for payment or reward. This information sheet will guide you through the planning application process.

What if I just want to use the house for holidays for my friends and family?

You don't need planning approval if you own the property but have a primary residence elsewhere and wish to use the dwelling for holiday accommodation for you and your family. You may also allow friends to stay there provided that there is no fee charged.

How do I apply for planning approval?

You will need to submit a planning application form and complete the attached checklist, which will assist you in ensuring that all the required documentation is submitted with your application. The following information must be submitted with your application;

1. A covering statement which demonstrates that the holiday house activity will be so managed so that it will not cause nuisance or annoyance to the owners of adjoining or nearby properties.
2. Where there are any potential environmental impacts on native vegetation, biodiversity, watercourses, or the visual amenity of the area the statement shall also demonstrate how these impacts will be minimised.
3. Fire Management Plan (to be displayed inside short stay accommodation)
4. Service to the site (i.e. electricity, water reticulation/water tanks, telephones, effluent disposal)
5. Emergency response plans
6. A floor plan which includes the Internal layout of bedrooms, communal areas, kitchen, laundry and ablution facilities
7. A site plan which shows the location of the dwelling with respect to the boundaries of the property, any landscaping and the location of any parking.
8. Location and contact details of manager or owner/manager.

Is there anything else?

If you propose to make any alterations or additions to the existing residence you may also require a building licence and/or approval from Council's Environmental Health Department. On this basis it is suggested that you consult with Council's Building and Environmental Health Department regarding any other approvals that may be required. Council's Building Department can be contacted on 9780 5214, and Council's Health Department can be contacted on 9780 9232.

Note: Prior to lodging your application for a variation to the building envelope you may wish to consider making an appointment with one of Council's Planning Officers to discuss the proposal. Please phone 9780 5228 for an appointment. Applications that do not comply with the relevant standards or contain insufficient information may be refused or take longer to process.

**** DISCLAIMER ****

This information sheet is a guide only. Verification with original Local Laws, Acts, Local Planning Scheme No. 1, and other relevant documents is recommended for detailed references. The Shire of Augusta Margaret River accepts no responsibility for errors or omissions.