

Application for Holiday Houses, Bed & Breakfast, Guesthouses and Renewals



September 2019

Planning and Development Services

Owner Details (Please ensure that ALL Landowners sign this form)			
Name			
ABN (if applicable)			
Postal Address			Postcode
Phone	Home:	Mobile:	
Email Address			
Contact person(s) for Correspondence			
Signature:			Date:
Signature:			Date:
<p>1.1) I confirm that I am the author OR I have obtained the consent of the author/s of this application and any supporting documents – AND</p> <p>1.2) I agree for the Shire to use any copyrighted material provided in support of the application –</p> <p>(a) For the purposes of advertising the application or implementing a decision on the application, including placing copyrighted material on the Shire's website or providing to affected 3rd parties ; and</p> <p>(b) For zero remuneration.</p>			
<p>The signature of the owner(s) is required on all applications. This application will not proceed without the signature. For the purposes of signing this application, an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</p>			
Applicant Details (if different from owner)			
Name			
Postal Address			Postcode
Phone	Home:	Mobile:	
Email Address			
Contact person(s) for Correspondence			
<p>The information and plans provided with this application may be made available by the local government for public viewing in connection with this application.</p>			<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature			
<p>1.1) I confirm that I am the author OR I have obtained the consent of the author/s of this application and any supporting documents – AND</p> <p>1.2) I agree for the Shire to use any copyrighted material provided in support of the application –</p> <p>(a) For the purposes of advertising the application or implementing a decision on the application, including placing copyrighted material on the Shire's website or providing to affected 3rd parties ; and</p> <p>(b) For zero remuneration.</p>			

APPLICATION FOR HOLIDAY HOUSES, BED & BREAKFAST, GUESTHOUSES AND RENEWALS

Property Details			
Lot No	House No	Location No	
Diagram or Plan No	Certificate of Title Vol. No	Folio	
Title encumbrances (e.g. easements, restrictive covenants):			
Street Name		Suburb	
Nearest Street Intersection:			
Nature of Proposed Development (Please ensure to tick one box below)			
Works Means any demolition, erection, construction, alteration of or addition to any building/structure or any excavation carried out on the land.		<input type="checkbox"/> Works	
Use The action of using something or the state of being used for a purpose (i.e. Dwelling being used for a holiday house or home occupation).		<input type="checkbox"/> Use	
Works and Use Any application that involves both of the above.		<input type="checkbox"/> Works and Use	
Is an exemption from development claimed for part of the development? If yes, is the exemption for:		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Works <input type="checkbox"/> Use	
Description of proposed works and/or land use (please type your proposal below)			
Description:			
Description of exemption claimed (if relevant)			
Nature of any existing buildings and/or land use			
Approximate cost of proposed development (excl. GST)		\$	
Estimated time of completion of Development			
Office Use Only			
Acceptance Officer's Initials		Date Received	
Local Government Reference Number			

APPLICATION FOR HOLIDAY HOUSES, BED & BREAKFAST, GUESTHOUSES AND RENEWALS

Holiday Houses (including Renewals) Checklist



INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED

- Please complete this checklist prior to submitting your application.
- Please note that changing your “Dwelling” to a “Holiday House” use will increase your rates as the property will be rated for commercial purposes.

NEW HOLIDAY HOUSE APPLICATION	
Information to be submitted with Application	Info. Attached
Application form completed (signed by all land owners and dated)	
Cover Letter should include the following: <ul style="list-style-type: none"> • Management Arrangements; • The number of guests that will be accommodated in the proposed holiday house; • The sleeping arrangements in the proposed holiday house; and • Services to the site (i.e. reticulated water/sewerage or water tanks, onsite wastewater). 	
Contact details and location of manager or owner/manager. Manager must reside within 35 minute drive from the site.	
Current copy of Certificate of Title & Sketch of Land (available from Landgate)	
Planning and Advertising Fee - As per Council’s Fees and Charges Schedule (fee due on lodgement). If application is submitted electronically a printing fee will be charged - (All holiday house applications are advertised to surrounding landowners)	
House Rules	
Bushfire Emergency Evacuation Plan (please discuss your proposal with a Planning Officer; a template plan may be available)	
Holiday Houses in a Bushfire Prone Area with a BAL rating above Low: Bushfire Attack Level Assessment & Bushfire Management Plan	
A floor plan which includes the internal layout of bedrooms, communal areas, kitchen, laundry and ablution facilities, outdoor living area. One (1) full set of plans are required	
A site plan which shows the location of the dwelling with respect to the boundaries of the property, any landscaping, access and the location of any parking. One (1) full set of plans are required	
RENEWAL OF HOLIDAY HOUSE APPLICATION	
Information to be submitted with Application	Info. Attached
Application form completed (signed by all land owners and dated)	
A covering letter indicating any proposed changes to the operation of the short stay use or confirming no changes are proposed and request consideration of a 3 or 5-year approval. (There is no need to submit a new set of plans with a renewal application (floor plan and elevations) unless alterations and additions were undertaken since the initial approval of the short stay use)	
Photo of sign showing the installation and position of the Manager Contact Details	
Bushfire Emergency Evacuation Plan and Report (please discuss your proposal with a Planning Officer; a template plan may be available – only required if the old format has been used previously or it requires updating)	
Current copy of Certificate of Title & Sketch of Land (available from Landgate)	
Planning and Advertising Fee - As per Council’s Fees and Charges Schedule (fee due on lodgement). If application is submitted electronically a printing fee will be charged - (All holiday house applications are advertised to surrounding landowners)	

APPLICATION FOR HOLIDAY HOUSES, BED & BREAKFAST, GUESTHOUSES AND RENEWALS

Bed & Breakfast / Guest House (including Renewals) Checklist



INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED

- Please complete this checklist prior to submitting your application.
- Please note that changing your “Dwelling” to a “Bed and Breakfast” or a “Guest House” use will increase your rates as the property will be rated for commercial purposes.

NEW BED & BREAKFAST / GUEST HOUSE APPLICATION	
Information to be submitted with Application	Info. Attached
Application form completed (signed by all land owners and dated)	
Cover Letter should include the following: <ul style="list-style-type: none"> • Provide justification for the proposed development and demonstrate compliance with the Local Planning Scheme; • The number of guests that will be accommodated in the Bed & Breakfast/Guest House; • The sleeping arrangements in the proposed Bed & Breakfast/Guest House; and • Services to the site (i.e. electricity, reticulated water or water tanks, onsite wastewater management system). 	
Current copy of Certificate of Title & Sketch of Land (available from Landgate)	
Planning Fee - As per Council’s Fees and Charges Schedule (fee due on lodgement) Advertising Fee - As per Council’s Fees and Charges Schedule (if applicable – determined during assessment of application). If application is submitted electronically a printing fee will be charged	
Bushfire Emergency Evacuation Plan (please discuss your proposal with a Planning Officer; a template plan may be available)	
Bed & Breakfasts/Guest Houses in a Bushfire Prone Area with a BAL rating above Low: Bushfire Attack Level Assessment & Bushfire Management Plan	
A floor plan, which includes the internal layout of bedrooms, communal areas, kitchen, laundry and ablution facilities, outdoor living area. One (1) full set of plans are required	
A site plan, which shows the location of the dwelling with respect to the boundaries of the property, any landscaping, access and the location of any parking. One (1) full set of plans.	
RENEWAL OF BED & BREAKFAST / GUEST HOUSE APPLICATION	
Information to be submitted with Application	Info. Attached
Application form completed (signed by all land owners and dated)	
A covering letter indicating any proposed changes to the operation of the Bed and Breakfast/Guest House use or confirming no changes are proposed and request consideration of a 3 or 5-year approval. <i>(There is <u>no need</u> to submit a new set of plans with a renewal application [floor plan and elevations] unless alterations and additions were undertaken since the initial approval of the Bed & Breakfast/Guest House)</i>	
Bushfire Emergency Evacuation Plan and Report (please discuss your proposal with a Planning Officer; a template plan may be available – only required if the old format has been used previously or it requires updating)	
Current copy of Certificate of Title & Sketch of Land (available from Landgate)	
Planning Fee - As per Council’s Fees and Charges Schedule (fee due on lodgement) Advertising Fee - As per Council’s Fees and Charges Schedule (if applicable – determined during assessment of application). If application is submitted electronically a printing fee will be charged	

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