

Shire of Esperance

Customer Checklist

Applying for Short Stay Accommodation



OTHER DOCUMENTATION MAY BE REQUIRED DEPENDING ON THE SPECIFIC NATURE OF YOUR PROPOSAL. PLEASE PHONE PLANNING SERVICES IF YOU REQUIRE FURTHER INFORMATION - 9071 0674.

Development Approval and any applicable Building or Health Permits are to be obtained prior to commencement of use. Should use commence prior to all applicable approvals being granted by the Shire of Esperance, penalty rates will apply and enforcement may occur.

APPLICANT DETAILS

Name of Applicant	
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PROPERTY DETAILS

Lot No		Street No		Street Name	
Locality					

DESCRIPTION OF PROPOSED WORKS

- A Holiday Home (See Checklist 1):**
- all of a dwelling is to be offered for short term rental; **and**
 - there is no provision of food; **and**
 - there **will not be** a Property Manager or owner onsite.
- A Bed and Breakfast (See Checklist 2)**
- only part of the property is to be rented; **and**
 - there is provision of food; **and**
 - there **will be** a manager or owner onsite.
- Alternative Short Term Accommodation (see Checklist 3):**
- only part of the property is to be rented; **and**
 - there no provision of food; **and**
 - there **will be** a manager or owner onsite.

CHECKLIST 1: DOCUMENTATION REQUIRED – HOLIDAY HOME

PDF documentation is preferred to be submitted by email to shire@esperance.wa.gov.au. **Printed copies are NOT required.** Please contact Planning Services if your files are too large, access to upload your documents can be set up for you.

- Application for Development Form
- An electrical safety certificate demonstrating compliance with the provisions of the Building Code of Australia
- A completed Property Management Plan
- A detailed floor plan of the dwelling showing placement of smoke alarms
Smoke alarms must be placed in all bedrooms as well as any hallway leading to a bedroom
- Non-objections statements from all surrounding land owners where you share a wall or boundary, or from the Strata Management committee or body as applicable
If Shire officers need to contact the adjoining landowners a \$170 advertising fee may be triggered
- If you are in a bushfire prone area as designated by the Department of Fire and Emergency Services, you will need to provide a Bushfire Attack Level (BAL) Assessment undertaken by a qualified BAL Assessor
Areas that are classified as BAL40 or BALFZ zones will not be considered for short term accommodation.
- Details of any signage (maximum of 0.2 square metres) proposed to be erected as part of the application,
As per the back of the Application for Development Form
- A Fire and Emergency Response Plan
Floor plan of the dwelling showing, evacuation routes, location of fire extinguishers and fire blankets, location of first aid kits
- Details of the proposed maximum number of guests
- Where a Swimming Pool or Spa is present, it will need to comply with all current safety, building and health standards
See 'Aquatic Facilities at temporary, short stay or holiday accommodation' for further details

CHECKLIST 2: DOCUMENTATION REQUIRED – BED & BREAKFAST

PDF documentation is preferred to be submitted by email to shire@esperance.wa.gov.au. **Printed copies are NOT required.** Please contact Planning Services if your files are too large, access to upload your documents can be set up for you.

- Application for Development Form
- An electrical safety certificate demonstrating compliance with the provisions of the Building Code of Australia
- A detailed floor plan of the dwelling showing:
 - placement of smoke alarms. *Smoke alarms must be placed in all bedrooms as well as any hallway leading to a bedroom*
 - areas to be rented out
- A detailed site plan of the property showing the location of three car parking bays
Two for the use of land as a dwelling, plus one for guests
- Non-objections statements from all surrounding land owners where you share a wall or boundary, or from the Strata Management committee or body as applicable
If Shire officers need to contact the adjoining landowners a \$170 advertising fee may be triggered
- If you are in a bushfire prone area as designated by the Department of Fire and Emergency Services, you will need to provide a Bushfire Attack Level (BAL) Assessment undertaken by a qualified BAL Assessor
Areas that are classified as BAL40 or BALFZ zones will not be considered for short term accommodation.
- Details of any signage (maximum of 0.2 square metres) proposed to be erected as part of the application
As per the back of the Application for Development Form
- Additional requirements apply subject to confirmation from our Health Officers
- Laundry facilities must be provided to all guests
In some cases this may require applicants to install a second washing machine and / or wash trough
- Where a Swimming Pool or Spa is present, it will need to comply with all current safety, building and health standards
See 'Aquatic Facilities at temporary, short stay or holiday accommodation' for further details

CHECKLIST 3: DOCUMENTATION REQUIRED – ALTERNATIVE SHORT STAY ACCOMMODATION

PDF documentation is preferred to be submitted by email to shire@esperance.wa.gov.au. **Printed copies are NOT required.** Please contact Planning Services if your files are too large, access to upload your documents can be set up for you.

- Application for Development Form
- An electrical safety certificate demonstrating compliance with the provisions of the Building Code of Australia
- A detailed floor plan of the dwelling showing:
 - placement of smoke alarms. *Smoke alarms must be placed in all bedrooms as well as any hallway leading to a bedroom*
 - areas to be rented out
- A detailed site plan of the property showing the location of three car parking bays
Two for the use of land as a dwelling, plus one for guests
- Non-objections statements from all surrounding land owners where you share a wall or boundary, or from the Strata Management committee or body as applicable.
If Shire officers need to contact the adjoining landowners a \$170 advertising fee may be triggered
- If you are in a bushfire prone area as designated by the Department of Fire and Emergency Services, you will need to provide a Bushfire Attack Level (BAL) Assessment undertaken by a qualified BAL Assessor
Areas that are classified as BAL40 or BALFZ zones will not be considered for short term accommodation
- Details of any signage (maximum of 0.2 square metres) proposed to be erected as part of the application
As per the back of the Application for Development Form
- Laundry facilities must be provided to all guests
In some cases this may require applicants to install a second washing machine and / or wash trough
- Where a Swimming Pool or Spa is present, it will need to comply with all current safety, building and health standards
See 'Aquatic Facilities at temporary, short stay or holiday accommodation' for further details

OTHER APPROVALS AS REQUIRED

- A Building Permit, Building Approval Certificate and/or Occupancy Permit
- A Certificate of Building Compliance issued by a Registered Private Building Surveyor as evidence that the dwelling in question complies with the applicable technical aspects of construction under the current Building Code of Australia and associated Australian Standards.
- Barriers to Swimming Pools and Spas require regular inspection. See *'Rules for Pools and Spas'* for details.
www.commerce.wa.gov.au/sites/default/files/atoms/files/195697_web_rules_for_pools_and_spas_a4_booklet_feb_2019.pdf