

# BED AND BREAKFAST (HOSTED)

## DEVELOPMENT APPLICATION CHECKLIST



Please complete this form and submit the following information with your application:-

- Completed [Development Application Form](#) signed by the landowner.
- Application fee in accordance with the City's '[Scale of Fees for Planning Services](#)'.
- A site plan drawn to scale (1:100 or 1:200) showing the location of any existing and proposed buildings, structures, the building envelope (if one exists for the property), and boundary setbacks.

- House Management Plan including the following details:

- Details of Operations

Details of accommodation marketing, methods of advertisement, details of any employees and the applicant's role in the business.

The City is not in favour of B&B's being used as "Party Accommodation", particularly within residential areas.

- Strata Management Consent

Where the subject property is within a Strata complex the City will request consent from the Strata Management and/ or Council supporting the proposal prior to commencing assessment of the application.

- Scale of Operations

Confirmation that operations will only cater for:-

- a) a maximum of four adult persons or one family and containing not more than two guest bedrooms for any proposal within the 'dwelling'; and
- b) the applicant will reside within the dwelling at all times.

- Site Plan & Floor Plan

A Site Plan and Floor Plan must be submitted with the application clearly displaying the extent of operations on-site. This plan is to include the location of guest bedrooms and outdoor living areas frequented by guests.

- Timetable of Operations

Indicative annual calendar of operation times (i.e. full time, seasonal, etc.).

- Customer Car Parking & Equipment Storage

Details of customer and resident car parking areas and any areas for storage of customer equipment (for example, beach equipment).

No guest parking is permitted on the street or grassed verge. All car parking must be within the site boundaries.

- House Rules

Details of how anti-social behaviour, such as noise, will be controlled and managed, including possible complaints from nearby neighbours about customers. For "pet friendly" accommodation, details of where pets will be housed and any associated noise or nuisance will be managed from visiting animals.

- Bushfire Prone Areas

Where the property is located within a Bushfire Prone Area, information for guests on bushfire prevention, such as bans on open fires, and awareness information of local surroundings and safe vehicular evacuation routes from the property will be required.

- Emergency Contact Details

Prior to the commencement of the development, the operator's contact details (including telephone number and email address) will be required to be given to the City and nearby neighbours. The operator will need to be contactable in the event of an emergency or during occurrences of anti-social behaviour caused by their customers.

- Pro forma submissions from nearby and adjoining owners optional (the City will undertake notification of neighbours when this has not been undertaken by the applicant if necessary).
- Details of any proposed signage together with an application for a sign licence - 'Application for Approval' - Sign Licence Section.
- Details of the smoke alarm system and lighting to be installed within the Bed and Breakfast dwelling to comply with clause 3.7.2.4 and 3.7.2.5, Volume 2 of the Building Code of Australia 2005. Fire extinguishers and fire blankets shall be provided to the satisfaction of the Manager, Building Services.

The City's Health Services will require the following:-

- Application for Registration as a Bed and Breakfast - Form 2A to be completed by the applicant.
- Food Act 2008 - Application for Registration / Notification of a Food Business Form to be completed by the applicant.
- Detailed plans indicating the following:-
  - Shower, toilet and hand basin facilities to be provided for the guests. Separate facilities should be provided where practical;
  - Room sizes for guest accommodation - 14m<sup>3</sup> to be provided per person, which does not include space occupied by furniture;
  - Hygiene standard of premises to be acceptable before approval given; and
  - Food preparation areas to comply with 'Guidelines for the Preparation of Foods in Residential Premises for Bed and Breakfast'.

*\*If the dwelling is serviced by a septic tank disposal system, upgrading to current standards may be required.*

- If there is a pool or spa on the property, approval from the Executive Director of Public Health at the Department of Health (WA) is required under the *Health (Aquatic Facilities) Regulations 2007*, before guests are able to utilise these facilities.
- Please note that Health Services Fees apply.

For any further information or assistance on this section, please contact the City's Health Services on 9528 0333.

***Prior to submitting this form, please ensure you have read the City's Planning Policy 3.3.2 –Bed and Breakfast Accommodation.***

***Electronic submission using [Rock Port](#) is preferred, otherwise a minimum of two (2) hard copies of all information should be submitted.***

***Additional information may be required to support the proposal depending on the nature and complexity of the application at the City's discretion.***