

BED AND BREAKFAST CHECKLIST



Please complete this form and include the following information/fee in your application:-

- Completed [Development Application Form](#) signed by the landowner.
- Application fee in accordance with the City's '[Scale of Fees for Planning Services](#)'.
- An electronic copy of the required information (provided on a USB or disc).
- Two copies of 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:
(*This plan will be made available to nearby neighbours*)

- 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 its Strata Management and/ or Council 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 displaying the extent of operations on-site. This plan is to include the location of guest bedrooms, outdoor living areas frequented by guests and resident/ customer parking.

- Timetable of Operations

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

- Customer Car Parking & Equipment Storage

Details of customer car parking (i.e. front driveway) and storage of customer equipment (for example, beach equipment).

No guest parking is permitted on the street or grassed verge.

- 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).

Prior to filling in this form please ensure you have read the City's Planning Policy 3.3.2 – Bed and breakfast Accommodation.

Additional information may be required to support the proposal depending on the nature and complexity of the application.