

SHORT STAY ACCOMMODATION (UNHOSTED) APPLICATION 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](#)'.
- 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 Short Stay Accommodation being used as "Party Accommodation", particularly within residential areas.

- Strata Management Consent

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

- Scale of Operations

The number of guests that will be accommodated at the premises, at any one time, and how double customer bookings for the same date will be managed, particularly when these bookings are made with online platforms and approved guest numbers could be exceeded.

- Site & 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 bedroom/s, 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 car parking (i.e. front driveway) and any areas for storage of customer equipment (forexample, 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.

In order to reduce neighbour disturbance, the City will normally only support such proposals where the applicant/ operator lives within close proximity to the premises and "check-in" and "check-out" times are only permitted between 7am to 7pm.

- Bushfire Prone Areas

Where the property is located within a Bushfire Prone Area, the City may require a Bushfire Management Plan where proposed guest numbers, at any one time, will substantially exceed that of the normal number of residents for the existing land-use (land-use intensification).

Notwithstanding proposed guest numbers, for proposals within Bushfire Prone Areas information for guests on bushfire prevention (such as bans on open fires), awareness information on local surroundings and safe vehicular evacuation routes will need to be addressed by the applicant.

- 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).

Electronic submission using Rockport 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.

Development Approval Conditions

The Development Approval of Short Stay Accommodation applications are likely to include on-going monitoring conditions that ensure the business is not having adverse impacts on its locality.

Development Approvals can include the following conditions:-

1. The landowner must:
 - (i) Provide the visitors a copy of the information referred to in the House Management Plan;
 - (ii) Ensure that the house rules referred to in the House Management Plan are observed by the visitors; and
 - (iii) Provide a copy of the House Management Plan and emergency contact number to each adjoining household for use in the event of client non-compliance.
2. A Visitor Log Book must be maintained by the landowner recording who has stayed on the premises, client arrival and departure dates, and client length of stay.
3. By *DATE*, a report must be provided to the City which provides details of the operations of the development including, but not limited to:
 - (i) The length of stay of clients;
 - (ii) Arrival and departure times of clients; and
 - (iii) The number and type of complaints received from the public and responses to those complaints.