

SHORT-TERM RENTAL ACCOMMODATION (UNHOSTED) APPLICATION CHECKLIST



The following supporting material and information is required to be provided in your Application:

SUPPORTING INFORMATION, MATERIAL AND PLANS	PROVIDED (please tick)
<p>Application for Development Approval Form</p> <ul style="list-style-type: none"> All landowner(s) must sign the Application for Development Approval Form. Land in company ownership must be signed by authorised signatory(s), state full name and position held within the company as follows: <ul style="list-style-type: none"> (i) Two (2) directors; (ii) Director and Company Secretary (iii) Sole Director; or (iv) Sole Director and Company Secretary Permission for the public viewing of the Application plans and information must be provided – refer to ‘Applicant Details’ section of the Application Form. 	<input type="checkbox"/>
<p>Application Fee</p> <ul style="list-style-type: none"> In accordance with the City’s Scale of Fees for Planning Services. 	<input type="checkbox"/>
<p>Strata Management Consent</p> <ul style="list-style-type: none"> Where the subject property is within a Strata complex, consent from the Strata Management and/ or Council supporting the proposed use is required to be submitted with the Development Application. 	<input type="checkbox"/>
<p>Development Plans</p> <ul style="list-style-type: none"> 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. A Floor Plan drawn to scale (1:100 or 1:200) showing the internal layout of the dwelling and should include: <ul style="list-style-type: none"> - Any areas or rooms not available to guests (if applicable); and - Sleeping configuration in each bedroom Elevation Plans drawn to scale (1:100 or 1:200) showing the floor and ceiling levels. 	<input type="checkbox"/>
<p>Operational Management Plan To include the following details:</p> <p><u>Detail and Scale of Operations</u></p> <ul style="list-style-type: none"> Details of accommodation marketing, methods of advertisement, and the nature of any employees and the Applicant’s role in the premises. The maximum number of guests that will be accommodated at the premises at any one time and how double bookings will be managed, particularly when bookings are made with online platforms and where approved guest numbers could be exceeded. Minimum stay period for bookings. Guest check-in and check-out times noting that this must only occur between 7:00am to 7:00pm. Timetable of operations (e.g., will the premises be available for short-term bookings on a seasonal basis or all-year round). Details of customer car parking (e.g., garage/carport, driveway, allocated bay(s) within complex etc.) and any areas available for the storage of guest equipment (e.g., beach equipment, boat, caravan etc.). Details on what measures will be in place to minimise noise impacts to neighbouring properties. 	<input type="checkbox"/>

<p><u>Code of Conduct</u></p> <ul style="list-style-type: none">• A Code of Conduct outlining expected behaviour, guest obligations and a list of house rules for guests to abide by during their stay. This should include, but must not be limited to, rules around pets, smoking, restrictions of visitors or parties/events, quiet hours (e.g., 10:00pm to 7:00am), use of any swimming pool / spa (if applicable), waste management, any relevant strata by-laws, check-in and check-out procedures, car parking restrictions etc. <p><u>Property Manager Contact Details</u></p> <ul style="list-style-type: none">• The Property Manager's contact details (including telephone number and email address). This should include a contact number that can be used by neighbours and guests 24/7 in the case of an emergency, disturbance or complaint.• The address of the Property Manager. <p><i>Note: Prior to the commencement of the use, the Property Manager's contact details will be required to be given to nearby neighbours.</i></p> <p><u>Complaints Resolution Procedure</u></p> <ul style="list-style-type: none">• Details of how complaints will be handled including how complaints can be submitted (e.g., email, phone, online etc.).• Maintenance of a complaints register that includes:<ul style="list-style-type: none">- Date and time received- Complainant details (if not anonymous)- Nature and details of complaint- Actions undertaken and outcome• Expected Response Time• Resolution method with guests (e.g., contact methods and warning notice, eviction etc.)	
<p>Bedroom Sleeping Configuration</p> <ul style="list-style-type: none">• Completed Bedroom Sleeping Configuration Checklist – refer to Page 3.	<input type="checkbox"/>
<p>Bushfire</p> <ul style="list-style-type: none">• If the subject property is located in Bushfire Prone Area 2, a Bushfire Emergency Plan is to be prepared by a suitably qualified Bushfire Practitioner in support of the Development Application.	<input type="checkbox"/>

BEDROOM SLEEPING CONFIGURATION CHECKLIST

PROPERTY ADDRESS:

BEDROOM SLEEPING CONFIGURATON			
BEDROOM	BED TYPE	USE	NO. GUESTS
Bed 1 Length: _____ Width: _____ Floor to Ceiling Height: _____	<input type="checkbox"/> Bunk Beds <input type="checkbox"/> Standard Beds (Single, Double, Queen, King etc.)	<input type="checkbox"/> Guests <input type="checkbox"/> Private	
Bed 2 Length: _____ Width: _____ Floor to Ceiling Height: _____	<input type="checkbox"/> Bunk Beds <input type="checkbox"/> Standard Beds (Single, Double, Queen, King etc.)	<input type="checkbox"/> Guests <input type="checkbox"/> Private	
Bed 3 Length: _____ Width: _____ Floor to Ceiling Height: _____	<input type="checkbox"/> Bunk Beds <input type="checkbox"/> Standard Beds (Single, Double, Queen, King etc.)	<input type="checkbox"/> Guests <input type="checkbox"/> Private	
Bed 4 Length: _____ Width: _____ Floor to Ceiling Height: _____	<input type="checkbox"/> Bunk Beds <input type="checkbox"/> Standard Beds (Single, Double, Queen, King etc.)	<input type="checkbox"/> Guests <input type="checkbox"/> Private	
Bed 5 Length: _____ Width: _____ Floor to Ceiling Height: _____	<input type="checkbox"/> Bunk Beds <input type="checkbox"/> Standard Beds (Single, Double, Queen, King etc.)	<input type="checkbox"/> Guests <input type="checkbox"/> Private	