

## Development (Planning) Application Checklist

# UNHOSTED SHORT-TERM RENTAL ACCOMMODATION (USTRA)

Applications for development (planning) approval will require the following supporting material to be accepted for assessment. During assessment of the proposed development, the City may request additional information or material that is reasonably required to determine the application.

APPLICATION FORM, SUPPORTING MATERIAL AND PLANS (required for <a href="#">ALL</a> applications)	PROVIDED (please tick)
<p><b>Application for Development Approval Form</b></p> <ul style="list-style-type: none"> <li>All landowner(s) must sign the <a href="#">Application Form</a>.</li> <li>Land in company ownership must provide a current copy of the ASIC statement.</li> <li>Land in company ownership must be signed by authorised signatory(s), state full name and position held within the company as follows (i) two (2) directors; or (ii) director and company secretary; or in the case of sole director companies, either (i) the sole director; or (ii) sole director and company secretary.</li> </ul>	<input type="checkbox"/>
<p><b>Certificate of Title</b></p> <ul style="list-style-type: none"> <li>Current copy must be provided.</li> <li>Available from <a href="#">Landgate</a>.</li> </ul>	<input type="checkbox"/>
<p><b>Limitations, interests, encumbrances and notifications registered on the Certificate of Title</b></p> <ul style="list-style-type: none"> <li>A copy of all notifications, easements, restrictive covenants, caveats etc... listed on the title.</li> <li>Available from <a href="#">Landgate</a></li> </ul>	<input type="checkbox"/>
<p><b>Covering Letter / Justification</b></p> <ul style="list-style-type: none"> <li>Describing the general details of the proposal, including the number of guests and parking arrangement.</li> <li>Justification for any variations to relevant provisions of the relevant Policy (eg car parking, room size).</li> </ul>	<input type="checkbox"/>
<p><b>Operational Management Plan (OMP)</b></p> <p>Covers aspects such as:</p> <ul style="list-style-type: none"> <li>- contact details</li> <li>- noise management</li> <li>- waste procedures</li> <li>- emergency plans</li> <li>- parking plan</li> <li>- signage</li> <li>- compliant handling</li> <li>- as well as a Code of Conduct outlining expected behaviour, guest obligations, and pet permissions. The plan must be prominently displayed within the property.</li> </ul>	<input type="checkbox"/>

<p><b>Bushfire Emergency Plan (BEP)</b></p> <ul style="list-style-type: none"> <li>As a result of the new State Planning Policy 3.7: Bushfire and Planning for Bushfire Guidelines (Guidelines) that came into effect on 18 November 2024 Unhosted STRA are no longer required to submit a Bushfire Management Plan however a BEP is required with all applications within a bushfire prone area. This is to be prepared by an accredited level 2 or 3 bushfire practitioner.</li> <li>A template Bushfire Emergency Plan is available on the Department of Planning, Lands and Heritage website at the following link : <a href="http://spp-3-7-planning-for-bushfire-guidelines-2024---a-guide-to-developing-a-bushfire-emergency-plan-(bep).pdf">spp-3-7-planning-for-bushfire-guidelines-2024---a-guide-to-developing-a-bushfire-emergency-plan-(bep).pdf</a></li> </ul>	<input type="checkbox"/>
<p><b>Bedroom Sleeping Configuration</b></p> <ul style="list-style-type: none"> <li>Completed Bedroom Sleeping Configuration Checklist – refer page 2.</li> </ul>	<input type="checkbox"/>
<p><b>Site Plan</b> Site plan of the property, drawn to scale showing:</p> <ol style="list-style-type: none"> <li>Lot/site boundaries (including for any strata lots), street name(s), lot number(s) and address and north point;</li> <li>Location of any existing buildings, structures, street fences, driveway(s) and crossover(s);</li> <li>Car parking layout, indicating any garages, carports and/or other constructed driveways to be used for parking.</li> </ol> <p><b>Additional Notes:</b></p> <ul style="list-style-type: none"> <li>The City will accept a recent aerial image of the property, which is available on the <a href="#">Interactive Property Maps</a>.</li> <li>The aerial image must be exported to scale, and clearly detail the car parking layout.</li> <li>The minimum dimension of each car parking bay is 2.4m wide x 5.4m long (+0.3m on each side next to a wall or other obstacles, like a fence). Car parking bays should be wholly contained within the within the lot boundaries.</li> </ul>	<input type="checkbox"/>
<p><b>Floor Plan</b></p> <ul style="list-style-type: none"> <li>A diagram, drawn to scale, showing the internal layout of the dwelling and should include: <ul style="list-style-type: none"> <li>Any areas or rooms not available to guests (if applicable);</li> <li>Sleeping configuration in each bedroom (page 2 also refers – bedroom size, bed size(s), number of guests)</li> </ul> </li> </ul>	<input type="checkbox"/>

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# UNHOSTED SHORT-TERM RENTAL ACCOMMODATION (USTRA)

PROPERTY ADDRESS	
PROPERTY ADDRESS DETAILS:	

BEDROOM SLEEPING CONFIGURATION			
BEDROOM	BED TYPE	USE	NO. GUESTS
<b>Bed 1</b> Length: _____ Width: _____ Area (m <sup>2</sup> ): _____	<input type="checkbox"/> Bunk beds <input type="checkbox"/> Standard beds (Single, Double, Queen, King etc)	<input type="checkbox"/> Guests <input type="checkbox"/> Private	_____
<b>Bed 2</b> Length: _____ Width: _____ Area (m <sup>2</sup> ): _____	<input type="checkbox"/> Bunk beds <input type="checkbox"/> Standard beds (Single, Double, Queen, King etc)	<input type="checkbox"/> Guests <input type="checkbox"/> Private	_____
<b>Bed 3</b> Length: _____ Width: _____ Area (m <sup>2</sup> ): _____	<input type="checkbox"/> Bunk beds <input type="checkbox"/> Standard beds (Single, Double, Queen, King etc)	<input type="checkbox"/> Guests <input type="checkbox"/> Private	_____
<b>Bed 4</b> Length: _____ Width: _____ Area (m <sup>2</sup> ): _____	<input type="checkbox"/> Bunk beds <input type="checkbox"/> Standard beds (Single, Double, Queen, King etc)	<input type="checkbox"/> Guests <input type="checkbox"/> Private	_____
<b>Bed 5</b> Length: _____ Width: _____ Area (m <sup>2</sup> ): _____	<input type="checkbox"/> Bunk beds <input type="checkbox"/> Standard beds (Single, Double, Queen, King etc)	<input type="checkbox"/> Guests <input type="checkbox"/> Private	_____

### Car Parking

Please indicate clearly on your plans the location and number of car parking bays available for guests.

Maximum number of occupants	Minimum number of car parking bays required
1-3	1
4-6	2
7-8	3
9-10	4
11-12	5



## APPENDIX 2

### OPERATIONAL MANAGEMENT PLAN AND CODE OF CONDUCT

#### Unhosted Short Term Rental Accommodation (STRA) – Operational Management Plan

The Operational Management Plan provides important information to ensure that the operation of the premises maintains safety and amenity for guests and nearby neighbouring properties. The elements of the Operational Management Plan are in accordance with the requirements of the City's Local Planning Policy No.4.1 – Unhosted Short-Term Rental Accommodation

PROPERTY ADDRESS:			
House number:		Street address:	
Suburb:		Post code:	
MANAGERS CONTACT DETAILS:			
Name:			
Address:			
Phone:			
Email:			
Signature:			
PROPERTY ADDRESS:			
Owner(s) name:			
Address:			
Phone:			
Email:			
Signature:			

<b>ACCOMMODATION DETAILS:</b>	
Maximum numbers of occupants:	
Provide details of arrival and departure procedure for occupants:	
<b>SIGNAGE:</b>	
The location of signage (0.2m <sup>2</sup> ) visible from the street, identifying the premises and manager contact details.	Insert image
<b>CAR PARKING:</b>	
Location of onsite parking bays (within property boundary):	Also include details on any other transport options available (ie e-scooters, bus etc)
<b>NOISE:</b>	
Provide details on what measures will be in place to minimise noise impact to neighbouring properties:	Any activity at the property must comply with assigned noise levels within the <i>Environmental Protection (Noise) Regulations 1997</i>
<b>COMPLAINTS PROCEDURE:</b>	
Provide details on how complaints will be processed:	Including record of complaints
<b>PET PERMISSIONS AND REQUIREMENTS:</b>	
Maximum number of pets:	
<i>** pets should not be left unattended at the property at any time</i>	
<b>WASTE MANAGEMENT PROCEDURE:</b>	
Provide details of waste management procedure:	The Manager must ensure that each receptacle for rubbish and recycling is placed for collection on designated collection days and ensure that any additional rubbish that exceeds the receptacle is removed from the property.

EMERGENCY EVACUATION PROCEDURE:	
<p>Provide details of afterhours emergency evacuation procedure:</p>	<ul style="list-style-type: none"> <li>• Provide basic layout of the property including walls and doors.</li> <li>• Mark location of where diagram is displayed.</li> <li>• Basic compass indicating direction of North with the letter 'N'.</li> <li>• Highlight all exit points and label them as 'Exit'. Exits must be clear and accessible at all times.</li> <li>• Mark Assembly Area: The place where evacuees should meet. It should be a safe distance away from the building.</li> <li>• Mark and label fire extinguishers. Ensure fire extinguishers are mounted to the wall and are regularly serviced.</li> <li>• Location of any first aid kits.</li> </ul>
CODE OF CONDUCT:	
<p>The code of conduct shall be displayed in a prominent position within the dwelling and shall outline the expected behaviour and obligations of the occupants and guests.</p> <p>Please attach a copy. *refer Code of Conduct template</p>	

**Disclaimer:**

*This template is produced by the City of Busselton in good faith and the City accept no responsibility for any ramifications or repercussions for providing this template. Verification with the Local Planning Policy 4.1, Local Planning Scheme and other relevant documents is recommended for detailed references.*

## APPENDIX 2

# OPERATIONAL MANAGEMENT PLAN AND CODE OF CONDUCT

## Unhosted Short Term Rental Accommodation (STRA) – Code of Conduct

**PROPERTY ADDRESS:** \_\_\_\_\_

### 1. Occupants to act lawfully

An occupant must not engage in conduct at the Unhosted STRA that contravenes-

- (a) criminal law; or
- (b) the Certificate of Registration.

### 2. Number of Occupants and guests

The maximum number of Occupants permitted at this Unhosted STRA is \_\_\_\_\_. No guests are permitted after 10pm. *\*please insert number*

### 3. Vehicles

- 3.1. The number of vehicles (including all motorised vehicles and trailers) parked at the Holiday Home must not exceed \_\_. *\*please insert number*
- 3.2. Each vehicle used by an occupant of the Unhosted STRA must be parked within the designated parking bays.

### 4. Obligations to neighbours

Each occupant who enters, uses or occupies the Unhosted STRA, including any outdoor areas, for example an outdoor entertainment area, deck, balcony, swimming pool or spa, must not act in a manner that could reasonably be expected to cause alarm, distress or nuisance to neighbours adjoining or in the vicinity of the Unhosted STRA, including but not limited to-

- (a) violence or threats;
- (b) loud aggressive behaviour including yelling, screaming or arguing;
- (c) excessively loud noise nuisance; and
- (d) overlooking or light spill.

### 5. Pets

Pets occupying the premises-

- (a) must not be left unattended; and
- (b) must be managed and not cause a nuisance (including a noise nuisance) to neighbours adjoining or in the vicinity of the Unhosted STRA.



## **6. General obligations**

- 6.1.** An Occupant or guest of the Unhosted STRA must not sleep or camp on the site in a tent, caravan, campervan or similar.
- 6.2.** All rubbish produced by Occupants must be stored in a waste container, and removed weekly.

## **7. Responsibility to Manager**

An Occupant must notify the Manager representative of any dispute or complaint about an occupant's behaviour as soon as possible after the dispute or complaint arises.

## **8. Responsibility for conduct of guests**

An Occupant is responsible for the actions of all guests they invite onto the premises during the occupancy period and must ensure guests comply with sections 1 - 6 of this code.