

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 <u>ALL</u> applications)	PROVIDED (please tick)
<p>Application for Development Approval Form</p> <ul style="list-style-type: none"> All landowner(s) must sign the Application Form. Land in company ownership must provide a current copy of the ASIC statement. 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. 	<input type="checkbox"/>
<p>Certificate of Title</p> <ul style="list-style-type: none"> Current copy must be provided. Available from Landgate. 	<input type="checkbox"/>
<p>Limitations, interests, encumbrances and notifications registered on the Certificate of Title</p> <ul style="list-style-type: none"> A copy of all notifications, easements, restrictive covenants, caveats etc... listed on the title. Available from Landgate 	<input type="checkbox"/>
<p>Covering Letter / Justification</p> <ul style="list-style-type: none"> Describing the general details of the proposal, including the number of guests and parking arrangement. Justification for any variations to relevant provisions of the relevant Policy (eg car parking, room size). 	<input type="checkbox"/>
<p>Operational Management Plan (OMP) Covers aspects such as:</p> <ul style="list-style-type: none"> - contact details - noise management - waste procedures - emergency plans - parking plan - signage - compliant handling - as well as a Code of Conduct outlining expected behaviour, guest obligations, and pet permissions. The plan must be prominently displayed within the property. 	<input type="checkbox"/>

<p>Bushfire Emergency Plan (BEP)</p> <ul style="list-style-type: none"> 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. A template Bushfire Emergency Plan is available on the Department of Planning, Lands and Heritage website at the following link : spp-3-7-planning-for-bushfire-guidelines-2024--a-guide-to-developing-a-bushfire-emergency-plan-(bep).pdf 	<input type="checkbox"/>
<p>Bedroom Sleeping Configuration</p> <ul style="list-style-type: none"> Completed Bedroom Sleeping Configuration Checklist – refer page 2. 	<input type="checkbox"/>
<p>Site Plan</p> <p>Site plan of the property, drawn to scale showing:</p> <ol style="list-style-type: none"> Lot/site boundaries (including for any strata lots), street name(s), lot number(s) and address and north point; Location of any existing buildings, structures, street fences, driveway(s) and crossover(s); Car parking layout, indicating any garages, carports and/or other constructed driveways to be used for parking. <p>Additional Notes:</p> <ul style="list-style-type: none"> The City will accept a recent aerial image of the property, which is available on the Interactive Property Maps. The aerial image must be exported to scale, and clearly detail the car parking layout. 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. 	<input type="checkbox"/>
<p>Floor Plan</p> <ul style="list-style-type: none"> A diagram, drawn to scale, 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); Sleeping configuration in each bedroom (page 2 also refers – bedroom size, bed size(s), number of guests) 	<input type="checkbox"/>

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PROPERTY ADDRESS	
PROPERTY ADDRESS DETAILS:	

BEDROOM SLEEPING CONFIGURATION			
BEDROOM	BED TYPE	USE	NO. GUESTS
Bed 1 Length: _____ Width: _____ Area (m ²): _____	<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: _____ Area (m ²): _____	<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: _____ Area (m ²): _____	<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: _____ Area (m ²): _____	<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: _____ Area (m ²): _____	<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

