RENEWAL OF AN UNHOSTED STRA APPROVAL
Frequently Asked Questions (FAQ)

This FAQ is intended to provide general information and guidance to common questions regarding renewing an Unhosted Short-Term Rental Accommodation (STRA) Approval.

How do I find out when my current development approval expires?
Please refer to your current development approval to determine the validity period of your approval. If you require a copy of your current development approval, please lodge a request online:

https://www.busselton.wa.gov.au/council/report-an-issue-or-request-assistance

Please be advised the signature(s) of the current landowner(s) will be required to release this information to a third party.

Why was my approval for an Unhosted STRA granted as a time-limited approval?
At its meeting on 11 June 2025, Council resolved to adopt Local Planning Policy 4.1: Unhosted Short-Term Rental Accommodation (LPP 4.1), which introduced time-limited approvals for all Unhosted STRA developments.

Under LPP 4.1, all new Unhosted STRA approvals are initially granted for a period of 12 months. This approach enables the City to assess the operation of the accommodation and monitor any impacts on adjoining and nearby properties.

When assessing an application for renewal, the City will have regard to any valid complaints received during the approval period, compliance with approval conditions, and any operational changes to the accommodation. Where it can be demonstrated that the Unhosted STRA has operated without causing unreasonable impacts on neighbouring properties or the amenity of the locality, a renewal may be granted for up to three years. Subsequent renewals may be granted for periods of up to five years.

What is the relevant planning framework and how is it assessed?
In considering an application for renewal of development (planning) approval, the City will have due regard to the following matters:

- Any valid complaints received regarding the operation of the Unhosted STRA during the approval period;
- Any submissions received during the advertising period for the renewal application;
- Compliance with all conditions of the development approval, including the maximum number of occupants permitted to stay. The City may review the property's STRA registration records with the Department of Local Government, Industry Regulation and Safety (DLGIRS) to verify occupancy levels over the previous 12 months;
- Any operational changes, including changes to occupancy numbers, land ownership, or property management arrangements;
- Ongoing compliance with LPP 4.1; and
- Any other relevant matters for consideration under clause 67 of the Planning and Development (Local Planning Schemes) Regulations 2015 (Deemed Provisions).

How long will the renewal assessment take?
In accordance with the LPP 4.1 all applications for Unhosted STRA are required to be advertised.

Pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015*, the statutory timeframe for development applications that require advertising is 90 days.

When should I apply to renew my Unhosted STRA?

To ensure timely processing of your application, it is essential that you lodge your application to renew an Unhosted STRA no less than 90 days prior to the expiry of your current approval. This will allow sufficient time for the assessment and determination process, which is required to be completed within the statutory 90-day timeframe for advertised applications.

What is the process to lodge an application for development approval?
The following overview highlights the key steps involved in lodging your application.

1. **Gather all required documents**
   All applications for development (planning) approval require supporting information and material as outlined in the Planning Checklists. In *summary*, the following will be required:

   - Completed Application for Development Approval Form
   - Certificate of Title and associated documents
   - Cover letter
   - Register of record of complaints
   - Updated Operational Management Plan (as applicable)
   - Updated Code of Conduct (as applicable)
   - One hard copy or electronic copy of relevant plans
   - Any necessary technical reports (eg Bushfire Emergency Plan etc…)
   - Evidence demonstrating that any condition/s of the original approval have been satisfied (eg upgrades to effluent disposal system, driveway, crossover and/or parking, as applicable)

2. **Submit your application**
   Your application may be lodged by email, post, or in person as outlined below:

Email:	city@busselton.wa.gov.au
Post:	Locked Bag 1, Busselton WA 6280
In Person:	City Administration Building, 2 Southern Drive, Busselton

3. **Pay the application fee**
   Once your application has been ‘accepted for assessment’, the City will issue a formal Request for Payment for the applicable application fees.

An current fees to renew an Unhosted STRA are outline below:

Application fee	$295.00
Advertising fee	$142.80
TOTAL	**$437.80**

Please confirm these fees are still current by visiting the City's Planning fees and charges page here

What happens if I do not renew my Unhosted STRA approval?
Failure to renew your Unhosted STRA approval will result in the expiry of your approval, and you must cease operating the accommodation. The property must be removed from all booking platforms, and your STRA registration with DLGIRS must also be cancelled.

Further Assistance
If you need further help, contact Planning at (08) 9781 1731 or lodge an enquiry request online:

https://www.busselton.wa.gov.au/council/report-an-issue-or-request-assistance

*** Disclaimer ***
This FAQ sheet is intended for general information purposes only and should not be relied upon as a comprehensive source of guidance. For accurate and official information, please consult the relevant planning framework, Local Laws and applicable legislation. The City of Busselton accepts no liability for any errors, omissions, or reliance on the information contained herein.