

CANCELLING AN UNHOSTED STRA DEVELOPMENT APPROVAL *How-to-Guide*

This FAQ is designed to assist customers in the lodgement of an application to cancel an Unhosted Short-Term Rental Accommodation (STRA) development (planning) approval.

In accordance with clause 77 of the Planning and Development (Local Planning Schemes) Regulations 2015, the owner of land for which development approval has been granted by the local government may apply to the local government to have that approval cancelled.

What should I do before I apply to cancel my Unhosted STRA development approval?

Before applying to the City to cancel your Unhosted STRA please ensure all the following actions has been taken :

1. The Unhosted STRA must ceased operating and have no future bookings; and
2. The Unhosted STRA must be removed from all booking platforms; and
3. The Unhosted STRA Registration with Department of Local Government, Industry Regulation and Safety (DLGIRS) must be cancelled.

What is the process to lodge an application to cancel an Unhosted STRA development approval?

The following overview highlights the key steps involved in lodging your application.

1. Gather all required documents

An application to cancel a development (planning) approval will require the following information as outlined below:

- Completed Application for Development Approval Form signed by all landowners; and
- Certificate of Title to confirm the current landowners.
- Cover letter/email confirming;
 - The Unhosted STRA has ceased operating and there are no future bookings;
 - The Unhosted STRA has been removed from all booking platforms;
 - The Unhosted STRA Registration with DLGLIRS has been cancelled; and
 - The Unhosted STRA will not commence operating unless a new development approval is obtained.

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

Note : The City will waive the applicable development application fee for cancellations of Unhosted STRA development approvals.

All Communications to:

T (08) 9781 0444
E city@busselton.wa.gov.au

Locked Bag 1 Busselton WA 6280
www.busselton.wa.gov.au

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Rating information

You are advised that where a Unhosted STRA development approval has not been cancelled prior to 1 July, the property's rating category cannot be amended during the current financial year unless there has been a change to the property's valuation. Accordingly, any adjustment to the rating category would not take effect until the next financial year.

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>

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