Development (Planning) Application Checklist
UNHOSTED SHORT-TERM RENTAL ACCOMMODATION

Applications for development (planning) approval must be accompanied by the information and supporting documentation required for the application to be accepted for assessment. During the assessment process, the City may request any additional information or material reasonably required to determine the application.

Unhosted Short-Term Rental Accommodation (STRA) proposals are subject to the requirements of the City's Local Planning Policy 4.1 – Unhosted Short-Term Rental Accommodation. Applicants should ensure all relevant information prescribed by the policy is provided at the time of lodgement.

APPLICATION FORM, SUPPORTING MATERIAL AND PLANS (required for ALL applications)	**PROVIDED** (please tick)
Application for Development Approval Form • 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.	**Always** ☐
Certificate of Title • Current copy must be provided. • Available from Landgate.	**Always** ☐
Limitations, interests, encumbrances and notifications registered on the Certificate of Title • A copy of all notifications, easements, restrictive covenants, caveats etc… listed on the title. • Available from Landgate	**Always** ☐
Covering Letter / Justification • 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).	**Always** ☐
Operational Management Plan and Code of Conduct • An Operational Management Plan and Code of Conduct must be provided for all Unhosted STRA applications. These documents must be prepared using the City's template available at the link below, with only the relevant and required information completed : operation-management-plan-(omp)-and-code-of-conduct-(coc)	**Always** ☐
Bedroom Sleeping Configuration Completed Bedroom Sleeping Configuration Checklist – refer below.	**Always** ☐

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Site Plan Site plan of the property, drawn to scale showing: i. Lot/site boundaries (including for any strata lots), street name(s), lot number(s) and address and north point; ii. Location of any existing buildings, structures, street fences, driveway(s) and crossover(s); iii. Car parking layout plan, clearly identifying all garages, carports, parking bays, and any other areas intended to be used for vehicle parking. The dimensions of all parking bays and manoeuvring areas are to be clearly shown on the plan **Additional Notes:** - 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.	**Always** ☐
Floor Plan • A diagram, drawn to scale, showing the internal layout of the dwelling and should include: - 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)	**Always** ☐
OTHER ACCOMPANYING MATERIAL AND REPORTS **(required for proposed developments as described below**	
Bushfire Emergency Plan (BEP) • Unhosted Short-Term Rental Accommodation (STRA) located within a Bushfire Prone Area is generally required to submit a Bushfire Emergency Plan (BEP) as part of a development application. The BEP must be prepared by an accredited Level 2 or Level 3 Bushfire Practitioner. • A template BEP is available on the Department of Planning, Lands and Heritage website at the following link : A guide to developing a bushfire emergency plan *(Note : In accordance with LPP 4.1 the City may exercise discretion regarding the requirement for a BEP where Unhosted STRA is located within the Residential zone. If you are unsure whether a BEP is required, please contact the City's Planning team before submitting a development application to confirm the applicable requirements.*	☐

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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): _____	☐ Bunk beds ☐ Standard beds (Single, Double, Queen, King etc)	☐ Guests ☐ Private	_____
Bed 2 Length: _____ Width: _____ Area (m^2): _____	☐ Bunk beds ☐ Standard beds (Single, Double, Queen, King etc)	☐ Guests ☐ Private	_____
Bed 3 Length: _____ Width: _____ Area (m^2): _____	☐ Bunk beds ☐ Standard beds (Single, Double, Queen, King etc)	☐ Guests ☐ Private	_____
Bed 4 Length: _____ Width: _____ Area (m^2): _____	☐ Bunk beds ☐ Standard beds (Single, Double, Queen, King etc)	☐ Guests ☐ Private	_____
Bed 5 Length: _____ Width: _____ Area (m^2): _____	☐ Bunk beds ☐ Standard beds (Single, Double, Queen, King etc)	☐ Guests ☐ 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

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