Local Planning Policy No. 4.1
UNHOSTED SHORT-TERM RENTAL ACCOMMODATION

1. HEAD OF POWER AND SCOPE

This Policy has been adopted pursuant to *Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2 (Deemed Provisions), Clause 4 and applies to the development of Unhosted Short-Term Rental Accommodation (STRA) across the whole of the City.

2. PURPOSE

The purpose of this Policy is to –

2.1 Provide clear guidance regarding the assessment of applications for development approval for Unhosted STRA; and

2.2 Identify the situations where Unhosted STRA will be supported, the situations where Unhosted STRA may be supported subject to further evaluation, and the situations where Unhosted STRA would not be supported.

3. OBJECTIVES

The objectives of this Policy are to –

3.1 Encourage Unhosted STRA in localities near the Busselton City Centre and Dunsborough Town Centre and areas of high tourism value.

3.2 Ensure Unhosted STRA is designed, sited and managed to preserve the residential amenity and character of area in which it is located.

3.3 Maintain the amenity and established character of residential localities through ensuring the location, scale, design and operation of Unhosted STRA is appropriate to the setting.

3.4 Encourage Unhosted STRA operators to consider emergency procedures and options for the evacuation of occupants and guests in the event of a bushfire or other natural disaster.

3.5 Maintain a balance of areas available for permanent residential housing and areas available for Unhosted STRA in the residential zone.

3.6 Ensure Unhosted STRA is appropriately serviced to meet the needs of visitors.

4. INTERPRETATION

The following interpretations are relevant when considering the application of this Policy.

"Accepted Standard" means a provision which, if satisfied, the Unhosted STRA is deemed compliant with respect to the matters subject of that provision. The local government shall not refuse to grant approval to an application where the application satisfies all the relevant Accepted Standard provisions.

"A87" means an area identified on the City's Local Planning Scheme maps where Unhosted Short-Term Rental Accommodation can be considered as an additional use subject to a condition that a dwelling is permissible within that zone.

"Guest" means a person who is at the Unhosted STRA for social purposes, at the invitation or with the permission of the occupant of the Unhosted STRA.

"Hosted short-term rental accommodation" as defined in the *Planning and Development (Local Planning Schemes) Regulations 2015* means any of the following —

(a) short-term rental accommodation where the owner or occupier, or an agent of the owner or occupier who ordinarily resides at the dwelling, resides at the same dwelling during the short-term rental arrangement;

(b) short-term rental accommodation that is an ancillary dwelling where the owner or occupier, or an agent of the owner or occupier who ordinarily resides at the other dwelling on the same lot, resides at that other dwelling during the short-term rental arrangement;

(c) short-term rental accommodation that is a dwelling on the same lot as an ancillary dwelling where the owner or occupier, or an agent of the owner or occupier who ordinarily resides at the dwelling, resides at the ancillary dwelling during the short-term rental arrangement.

"Performance Criteria" means provisions to be used in the assessment of a development application that does not meet the relevant Accepted Standard provisions for the purpose of determining the acceptability of the proposal.

"Policy" means this Unhosted STRA Local Planning Policy.

"Occupant" means a person (including any child or infant) who stays, or is booked to stay, overnight at the Unhosted STRA.

"**Short-term rental accommodation**" as defined in the *Planning and Development (Local Planning Schemes) Regulations 2015* means —

(a) means a dwelling provided, on a commercial basis, for occupation under a short-term rental arrangement; but

(b) does not include a dwelling that is, or is part of, any of the following —

(i) an aged care facility as defined in the *Land Tax Assessment Act 2002* section 38A(1);
(ii) a caravan park;
(iii) a lodging-house as defined in the *Health (Miscellaneous Provisions) Act 1911* section 3(1);
(iv) a park home park;
(v) a retirement village as defined in the *Retirement Villages Act 1992* section 3(1);
(vi) workforce accommodation;

"**Short-term rental arrangement**" as defined in the *Planning and Development (Local Planning Schemes) Regulations 2015* means an arrangement under which —

(a) a dwelling, or part of a dwelling, is provided for occupation by a person; and

(b) the person occupies the dwelling, or part of the dwelling, for a period or periods not exceeding a total of 3 months in any 12-month period;

"**Unhosted short-term rental accommodation**" as defined in the *Planning and Development (Local Planning Schemes) Regulations 2015* means short-term rental accommodation that —

(a) is not hosted short-term rental accommodation; and

(b) accommodates a maximum of 12 people per night.

5. POLICY STATEMENT

5.1 LOCATION	
Accepted Standard	**Performance Criteria**
A Unhosted STRA satisfies the Accepted Standard where: A1.1 Located within an area identified as Additional Use (A87) on the scheme maps. ; and A1.2 Located within a zone where a dwelling is permissible. A1.3 Located within an approved dwelling. In the instance of a Single House or Grouped Dwelling (including Ancillary Dwellings), the Lot has: (a) direct frontage to a public road; and (b) a minimum lot size of 350m^2 exclusively for the use of the dwelling.	A Unhosted STRA satisfies the Performance Criteria provisions if: P1.1 There is no performance criteria where located in an area that A87 does not apply. (Appendix A refers). P1.2 Where located in an area subject to A87, the City is satisfied that approval of the Unhosted STRA is not likely to have an adverse impact on the amenity of adjoining and nearby residents.

5.2 UTILITY SERVICING	
Accepted Standard	**Performance Criteria**
A Unhosted STRA satisfies the Accepted Standard provisions if: A2.1 The Unhosted STRA is connected to reticulated water, or provided with a 135,000 litre rainwater tank directly connected to a suitable means of rainfall catchment, for the exclusive use of the Unhosted STRA; and A2.2 The Unhosted STRA is located within the City's kerbside refuse collection area; and A2.3 The Unhosted STRA is connected to reticulated sewerage, or there is an approved on-site effluent disposal system with adequate capacity for the proposed number of occupants. *Note: in areas not serviced by reticulated sewerage, it should not be assumed that an existing on-site effluent disposal system approved for a Single House will have sufficient capacity for the proposed number of occupants without the need for upgrading.*	A Unhosted STRA satisfies the Performance Criteria provisions if: P2.1 The City is satisfied that the Unhosted STRA will have an adequate supply of potable water; and P2.2 The City is satisfied that the Unhosted STRA will be provided with an adequate refuse collection service; and P2.3 The City is satisfied that the Unhosted STRA will be provided with an adequate on-site effluent disposal system (and provision of such would be a condition of any approval, to be met prior to the commencement of the use if a suitable system is not already in place and approved).

Advice should be sought from the City's Environmental Health staff prior to lodging an application for development approval.	

5.3 CAR PARKING	
Accepted Standard	**Performance Criteria**
A Unhosted STRA satisfies the Accepted Standard provisions if: A3.1 The Unhosted STRA will have constructed on-site car parking bays, consistent with the size and manoeuvrability criteria set out in the *Residential Design Codes.* Tandem bays are permitted, with two bays one behind another, but not with a third bay behind another two. Parking is to be provided in accordance with the following rates: 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 A3.2 Vehicle access to parking bays is provided in accordance with the City's Engineering and Technical Standards and Specifications. In the 'Residential' zone driveways provided consistent with clause 5.3.5 of the *Residential Design Codes* .	A Unhosted STRA satisfies Performance Criteria provisions if: P3.1 The City is satisfied that the Unhosted STRA has a minimum of two constructed on-site car parking bays and, where additional car parking bays would be required to comply with A3.1, the equivalent number of cars could park on the site without: (a) the need for cars to park on the verge, in adjacent or nearby public car parking, or in visitor car parking bays within a unit complex or similar; (b) Impeding on vehicle sightlines, footpaths or the manoeuvrability requirements of AS2890; and (c) Detrimental impact on the existing streetscape. P3.2 Where a Unhosted STRA is located in any of the 'Centre' Zones, the City is satisfied that the Unhosted STRA will not have a noticeable effect on the availability of public car parking within a 400m walkable catchment.

5.4 DWELLING DESIGN	
Accepted Standard	**Performance Criteria**
A Unhosted STRA satisfies the Accepted Standard provisions if: A4.1 Grouped and Multiple dwellings are limited to a maximum of six (6) occupants. A4.2 Single Houses in the 'Residential' or 'Rural Residential' zone are limited to a maximum of eight (8) occupants.	A Unhosted STRA satisfies the Performance Criteria provisions if A4.1, A4.2, A4.3 and A4.5 are met and: P4.1 The City is satisfied that the dwelling design is appropriate to accommodate the proposed maximum number of occupants.

A4.3 The maximum number of occupants within a Unhosted STRA complies with the following standards:

(a) There is 5.5 square metres per occupant in each bedroom utilising beds; and
(b) There is 3.5 square metres per occupant in each bedroom utilising bunks.

A4.4 Bedrooms in a Unhosted STRA are provided in accordance with the following rates:

Maximum number of occupants	Minimum number of bedrooms required
1-2	1
3-4	2
5-8	3
9-12	4

A4.5 Bathrooms and toilets in a Unhosted STRA are provided in accordance with the following rates:

Maximum number of occupants	Minimum number of bathrooms/toilets required
1-6	1 bathroom and 1 toilet
7-12	1 or 2 bathrooms and 2 toilets

P4.2 In general, A4.4 would only not be met where there are a smaller number of relatively large bedrooms.

Note: The Planning and Development (Local Planning Scheme) Regulations 2015 establishes that the maximum number of occupants in a Unhosted STRA is 12.

5.5 OPERATIONAL MANAGEMENT	
Accepted Standard	**Performance Criteria**
A Unhosted STRA satisfies the Accepted Standard provisions if the following is provided: A5.1 Operational Management Plan, as contained in Appendix B of this policy, to be completed detailing: (a) Contact details of the manager. The manager should be accessible during reasonable hours and is required to provide a direct, non-automated response within 12 hours. (b) Complaint management procedure, including a record of complaints. (c) Arrival and departure procedures. (d) The location of signage (0.2m²) visible from the street, identifying the premises and	There are no performance criteria for this provision as the Acceptable Standard must be met for all Unhosted STRA

manager contact details in legible font. (e) Confirmation of designated on-site parking bays and public transport options. (f) Noise management. (g) Pet permissions and requirements. (h) Waste management procedure. (i) Emergency evacuation procedure. A5.2 Code of Conduct as contained within Appendix B of this policy, to be completed and provided to occupants and guests detailing: (a) The expected behaviour and obligations of the occupants and guests. (b) Maximum number of occupants and guests. (c) Pet permissions. (d) Responsibility to Manager. (e) Responsibility for the behaviour of guests, including a restriction on guests after 10pm. The code of conduct shall be displayed in a prominent position within the dwelling.	

5.6 BUSHFIRE MANAGEMENT	
Accepted Standard	**Performance Criteria**
Where a Unhosted STRA is located within a Bushfire Prone area on the Department of Fire and Emergency Services map of Bushfire Prone Areas, a Bushfire Emergency Plan (BEP) is prepared in accordance with the "Bushfire Emergency Plan (BEP) Manual". The BEP shall be prepared by an accredited level 2 or 3 bushfire practitioner. The BEP shall be made available on the premises at all times that the Unhosted STRA is in operation.	In accordance with the "Bushfire Emergency Plan (BEP) Manual", the City may exercise discretion regarding the preparation of a BEP where Unhosted STRA is located within the Residential zone.

6. APPROVAL PERIOD

Where development approval is granted by the City for Unhosted STRA, approval will be subject to a 12-month initial approval period. Applicants may apply to renew such approvals in the form of a new application for development approval.

The City in considering any applications for renewal will have due regard to:

- Any valid complaints made in the previous approval period.
- Any changes made to the operation of the Unhosted STRA.
- Any inconsistences between the operation of the land use and the conditions of the existing development approval.
- Whether the Unhosted STRA has been in operation within the initial approval period.
- The current planning framework at the time of lodgement.

Should it be demonstrated that the Unhosted STRA can be appropriately managed without detrimental impact on adjoining or nearby landowners, a further three-year renewal approval may be granted. Followed by a further five-year approval for subsequent renewals.

7. PUBLIC CONSULTATION

The City will give notice of all development applications for Unhosted STRA, including renewals, to adjoining and/or nearby property owners and occupiers which the City deems could potentially be impacted by the development. .

Applications will be advertised accordance with Clause 64(4) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015.*

8. RELATED DOCUMENTATION / LEGISLATION

5.1 *City of Busselton Local Planning Scheme No. 21*

5.2 *Planning and Development (Local Planning Schemes) Regulations 2015*

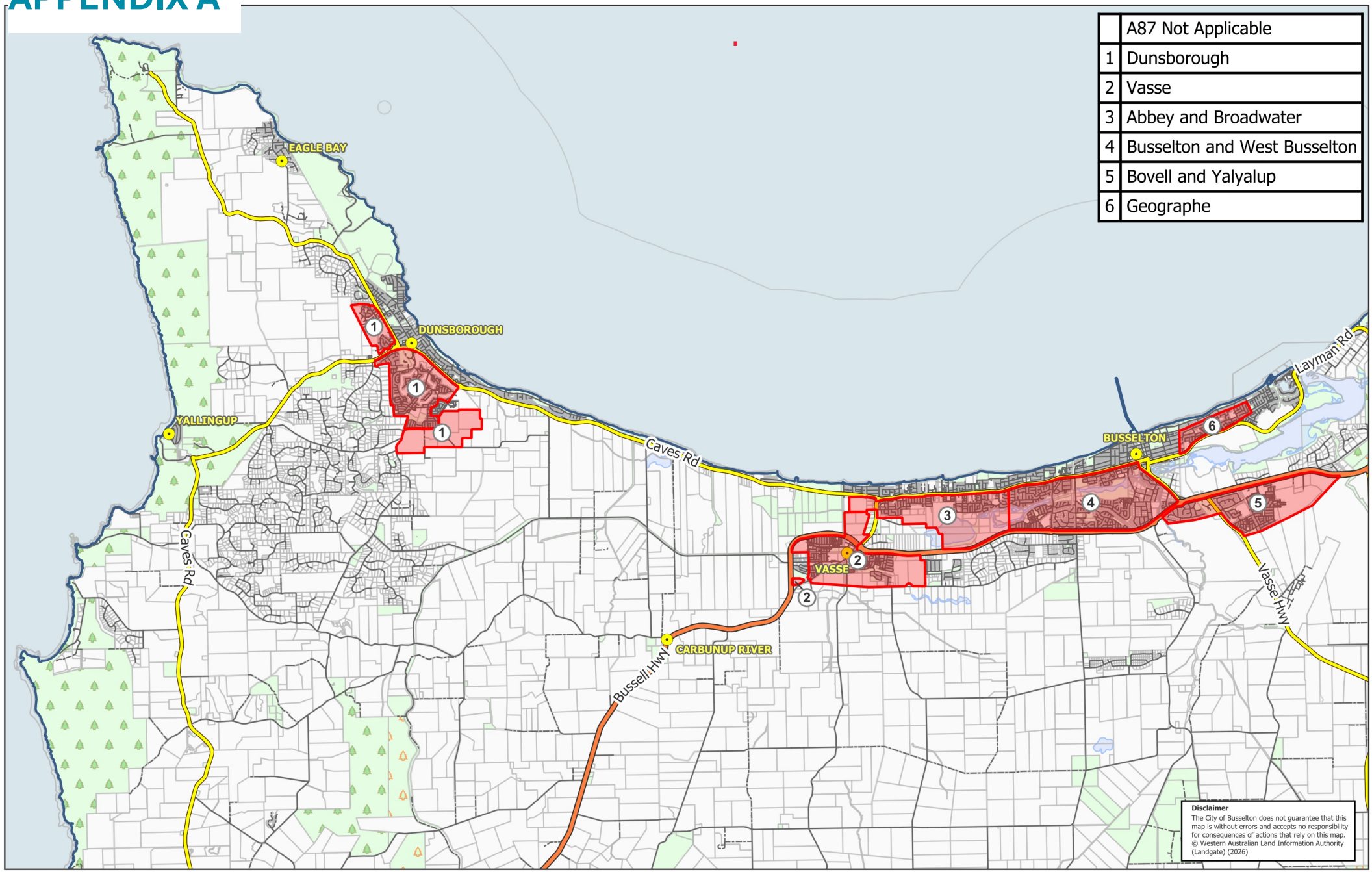
5.3 *Position Statement – Planning for Tourism and Short-Term Rental Accommodation*

5.4 *Planning for Tourism and Short-Term Rental Accommodation Guidelines.*

9. REVIEW DETAILS

Review Frequency		2 yearly		
Council Adoption	**DATE**	29/07/2026	**Resolution #**	C2607/210
Previous Adoption	**DATE**	11/06/2025	**Resolution #**	C2506/156

APPENDIX A



Unhosted STRA - Additional Use 87 Does Not Apply

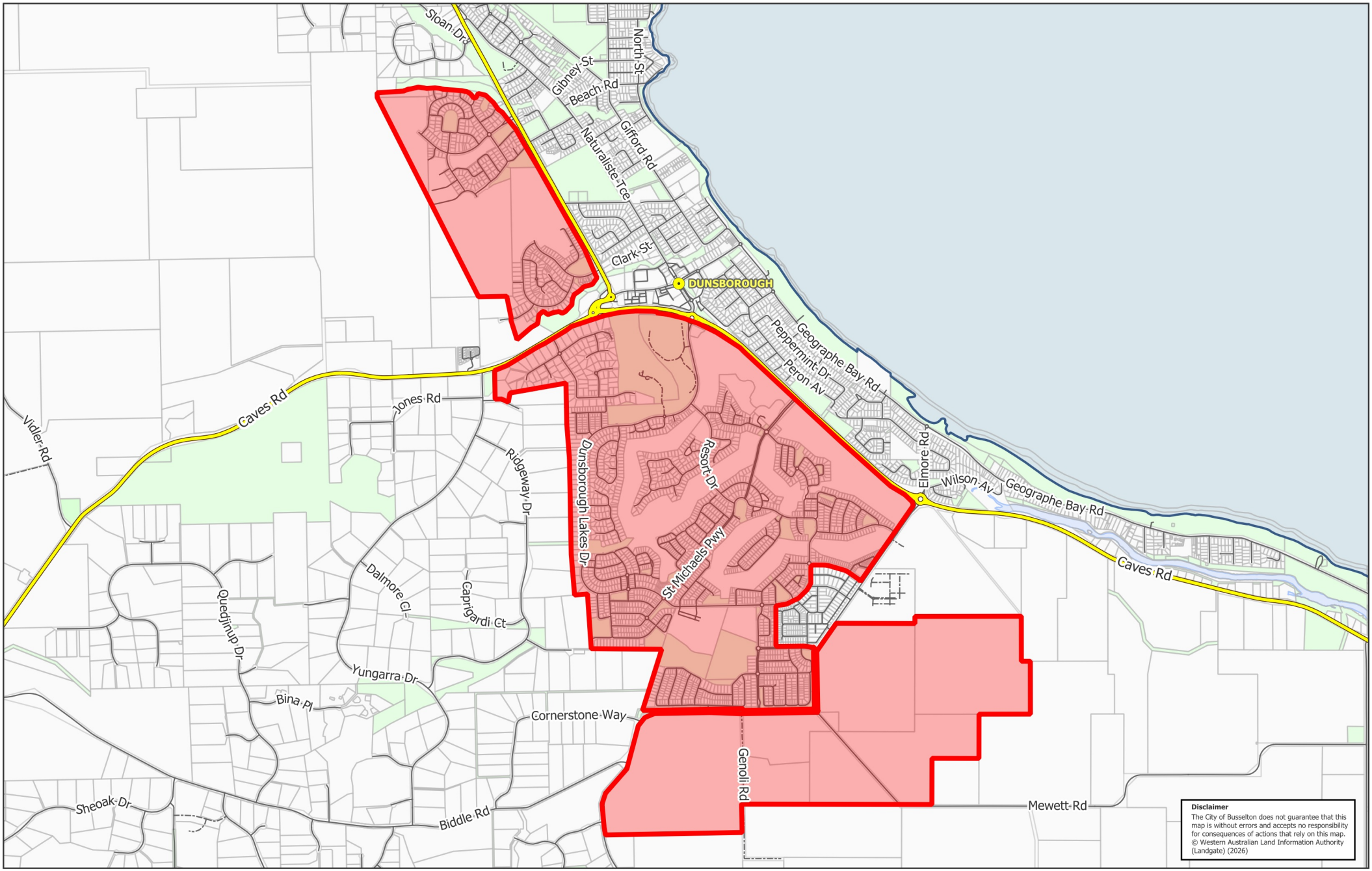
Unhosted STRA - Additional Use 87 Does Not Apply

0 2,000 4,000 m

Scale at A4 - 1:150,000

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GIS Section, City of Busselton

City of Busselton
Geographe Bay



Map 1 - Unhosted STRA - Additional Use 87 Does Not Apply

Additional Use 87 Does Not Apply

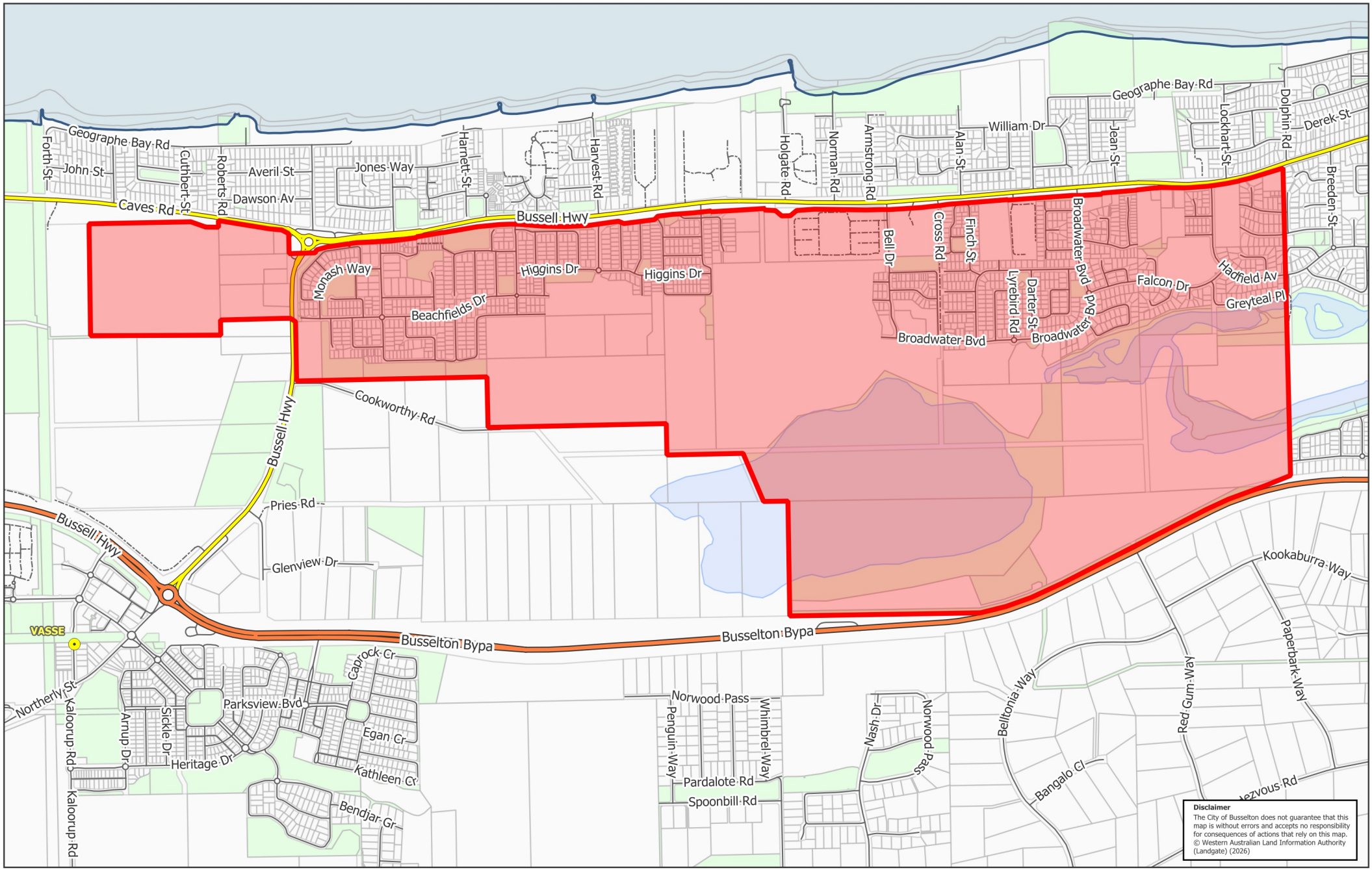
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Scale at A4 - 1:30,000

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City of Busselton
Geographe Bay

Holiday Home LPP - 15939.qgz



Map 3 - Unhosted STRA - Additional Use 87 Does Not Apply

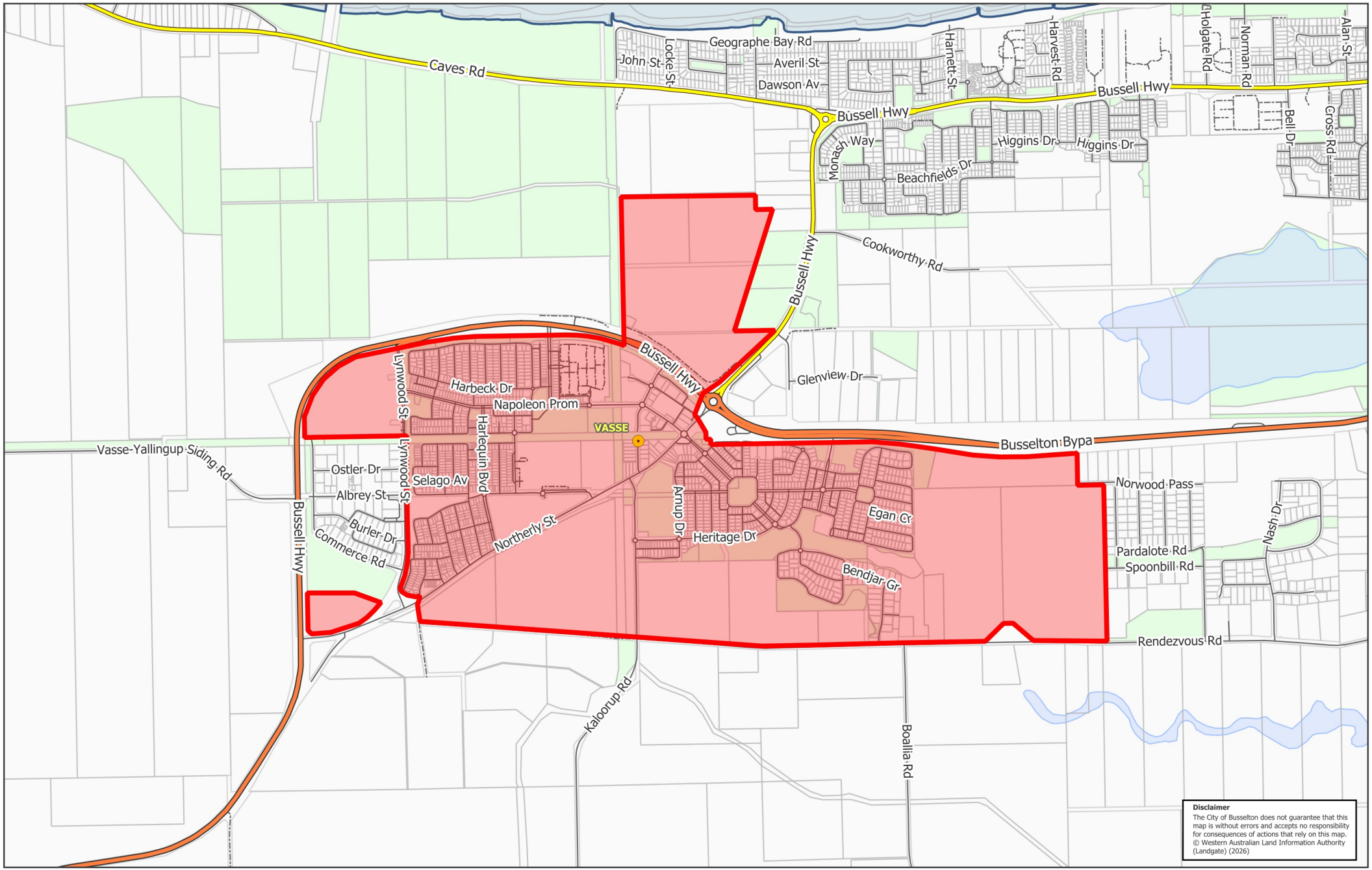
Additional Use 87 Does Not Apply

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GIS Section, City of Busselton

City of Busselton
Geographe Bay



Map 2 - Unhosted STRA - Additional Use 87 Does Not Apply

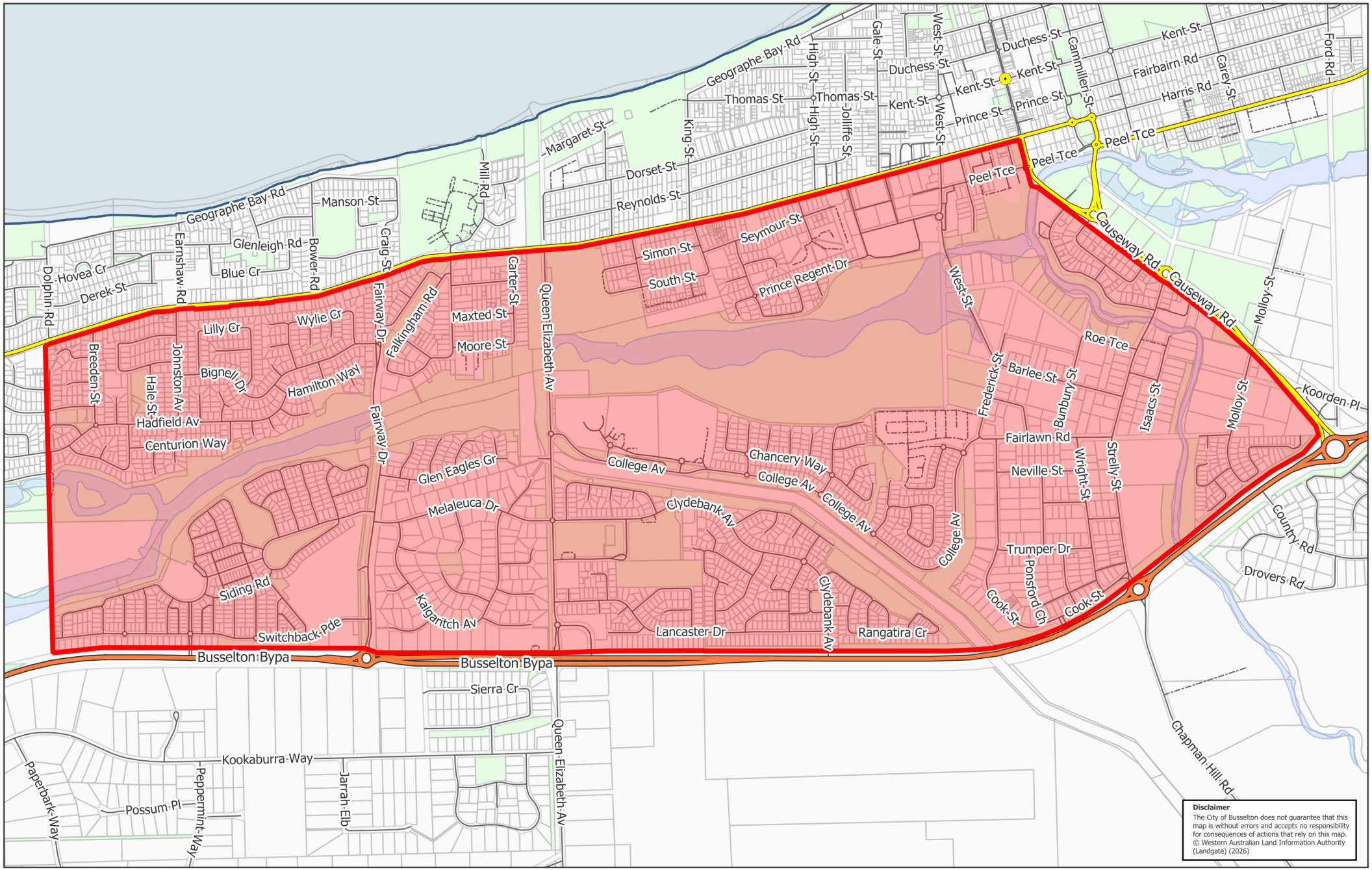
Additional Use 87 Does Not Apply

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Scale at A4 - 1:25,000

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Geographe Bay



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Map 4 - Unhosted STRA - Additional Use 87 Does Not Apply

Additional Use 87 Does Not Apply

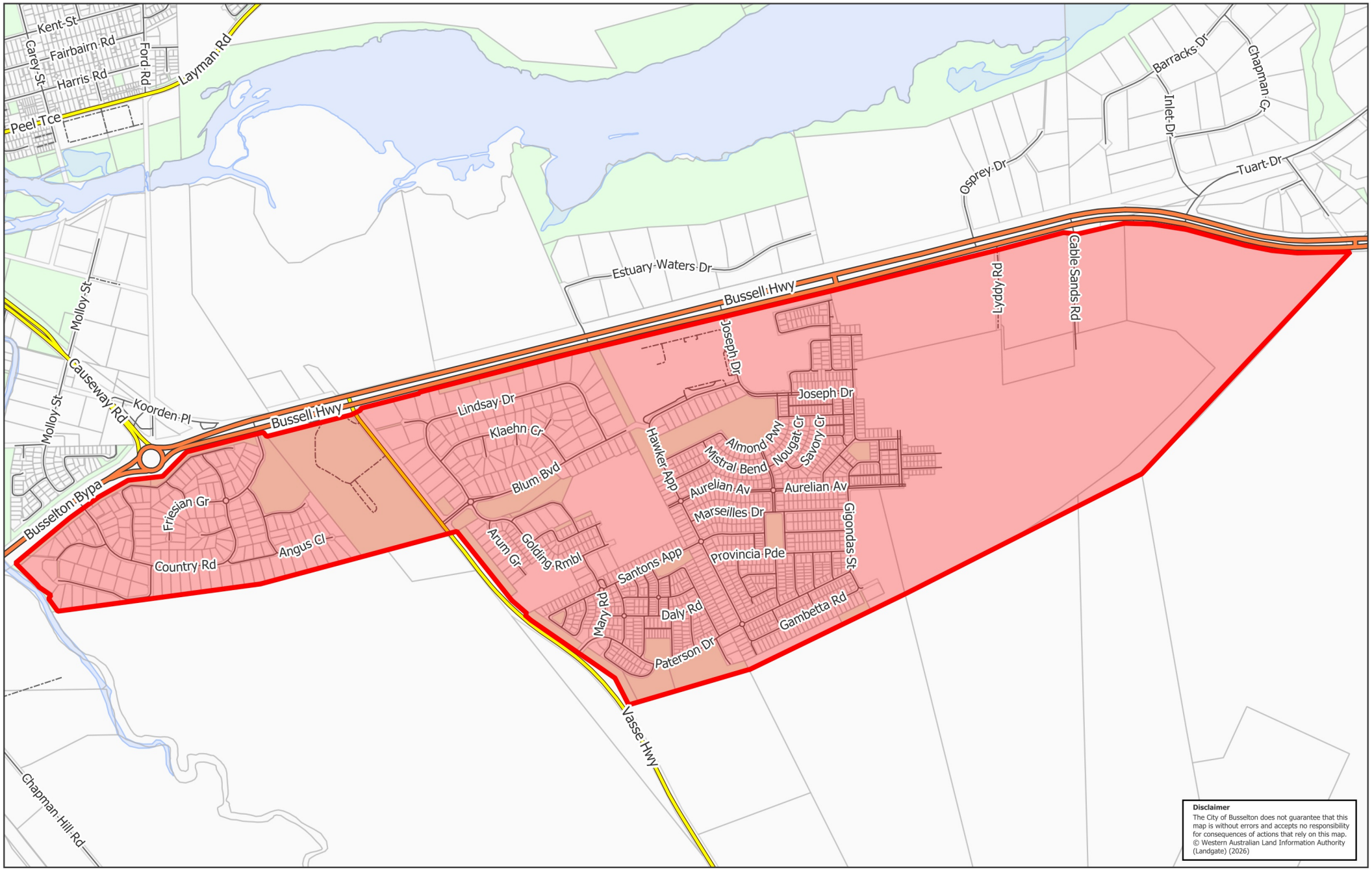
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Scale at A4 - 1:20,000



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GIS Section, City of Busselton

City of Busselton
Geographe Bay



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Map 5 - Unhosted STRA - Additional Use 87 Does Not Apply

Additional Use 87 Does Not Apply

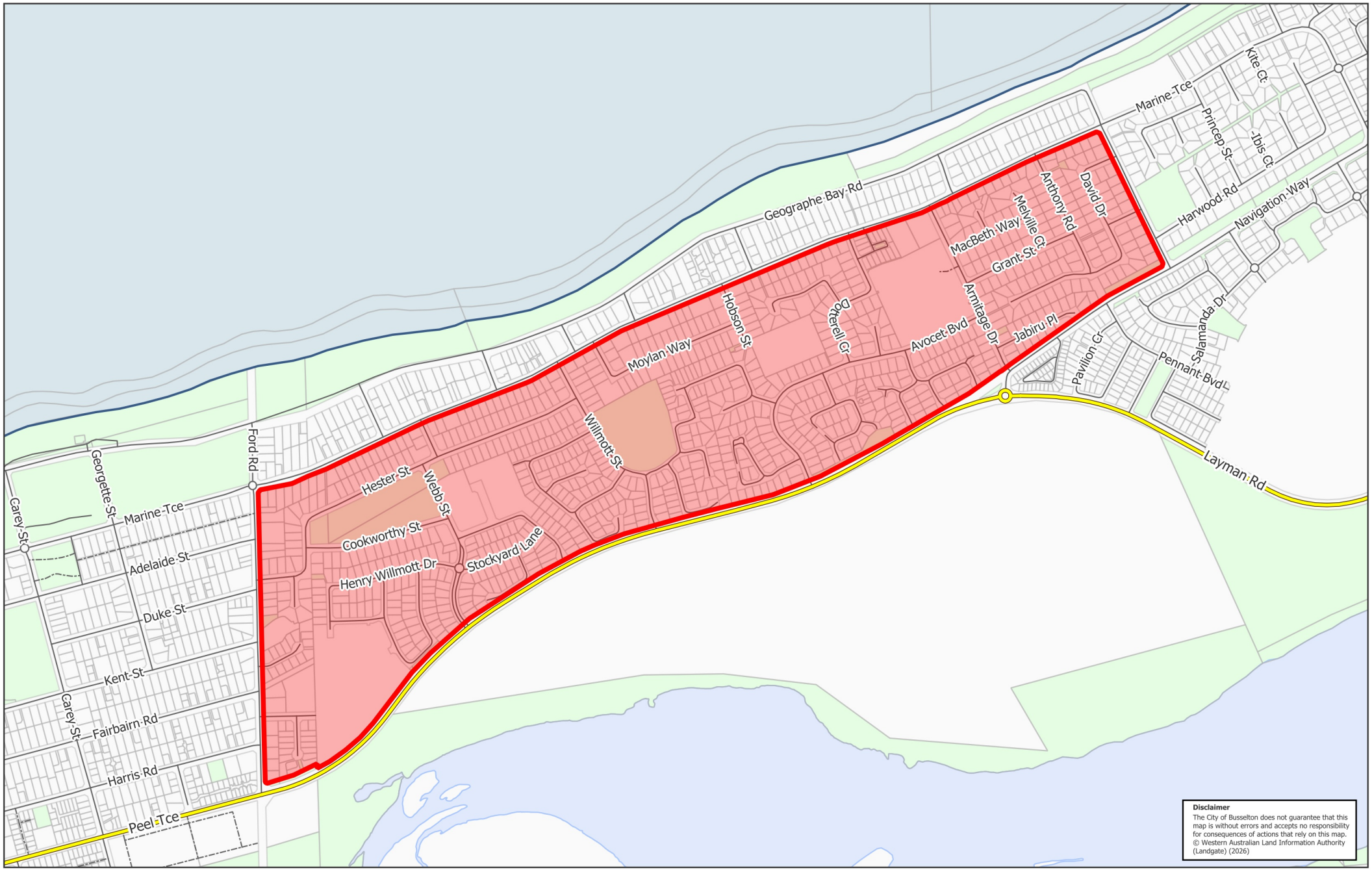
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Scale at A4 - 1:20,000



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Map 6 - Unhosted STRA - Additional Use 87 Does Not Apply

Additional Use 87 Does Not Apply

0 500 1,000 m

Scale at A4 - 1:12,000

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Geographe Bay

APPENDIX B: Unhosted STRA
Operational Management Plan

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

The Manager is responsible for ensuring the Unhosted STRA operates in accordance with the Operational Management Plan at all times.

PROPERTY ADDRESS:			
House number:		Street:	
Suburb:		Postcode:	
MANAGERS CONTACT DETAILS:			
Name:			
Address:			
Phone:			
Email:			
Signature:			
Disclaimer: *By signing this OMP, the Manager acknowledges and agrees that they are responsible for ensuring the Unhosted STRA will be managed and operated in full compliance with the OMP at all times.*			

COMPLAINTS PROCEDURE:	
Provide details on how complaints will be processed including: • Response time to complaints • Complaint registration record • Complaint resolution process • Termination of Guest stays/ as applicable	a) A dedicated Manager will be available and contactable during reasonable hours to receive and respond to complaints. b) If a complaint is made by a neighbouring property resident, member of the public, or the City, it will be acknowledged immediately and addressed as soon as possible, with a direct, non-automated response provided within 12 hours. c) If necessary, the Manager will attend the premises to resolve the matter. Misconduct may result in the Manager terminating the booking. <u>Complaints Register</u> All complaints will be documented in a Complaints Register which includes: a) Date and time of complaint b) Complainant's name and contact (if provided) c) Nature of the complaint

	d) Action taken and resolution time e) Any follow-up communication with the complainant.
ACCOMMODATION DETAILS:	
Maximum numbers of Occupants to be accommodated at the Unhosted STRA is to be limited to:	The maximum number of Occupants shall be in accordance with development approval and shall be limited to a maximum of _____. Other than Occupants staying under the Unhosted STRA reservation, no other person(s) shall occupy the Dwelling after 10pm.
Provide details of arrival and departure procedure for Occupants including: • Arrival time • Departure time • Advice on how the property can be accessed on arrival • Information emailed to guests prior to stay: – Copy of Code of Conduct – Parking Map – Reminders on respecting neighbours	a) The Manager will encourage Occupants to arrive and depart outside the hours of 10:00pm and 7:00am. Where Occupants are intending to arrive or depart during these times they should notify the Manager in advance and the Manager is to advise that they shall enter the property quietly and respectfully to minimise disturbance to neighbouring residents. b) The Manager is to advise Occupants that excessive noise, including loud conversations, music, vehicle noise and gatherings outside are not permitted during 10.00pm - 7.00am. c) A copy of the Code of Conduct and Parking Map is to be provided to Occupants prior to their arrival.
SIGNAGE:	
The location of signage (0.2m^2) visible from the street, identifying the premises and Manager contact details.	At all times the Unhosted STRA is in operation, a sign shall be displayed at the premises that: a) is legible from the street; b) displays contact details of the Manager; c) is located solely within the subject site; and d) is no larger than 0.2m^2.
PARKING:	
Location of onsite parking bays (within property boundary):	A minimum number of _____ car parking bays shall be provided on site. All Occupants must park vehicles within the designated parking bays shown on the Approved Development Plans. Any boats, caravans, or trailers associated with the Unhosted STRA must be approved by the Manager prior to arrival. The Manager is responsible for ensuring that a suitable parking

	area is available wholly within the property boundaries for the duration of the stay. The Manager is responsible for enforcing all parking requirements and ensuring that all vehicles, boats, caravans, and trailers associated with the Unhosted STRA including Guests, do not obstruct footpaths, sightlines, accessways, or public safety.
NOISE:	
Provide details on what measures will be in place to minimise noise impact to neighbouring properties including: • Directions given to Occupants regarding conduct. • Management of non-compliance (may reference complaints procedure). • The use of any audio monitors (as applicable).	a) The Manager shall provide the Occupants with a copy of the Code of Conduct upon booking confirmation and upon arrival. b) The Manager shall remind Occupants that noise levels must comply with the *Environmental Protection (Noise) Regulations 1997*. c) The Manager shall remind Occupants to be mindful of neighbours and to keep noise to a minimum, particularly during the hours of 10:00pm and 7:00am. d) Outdoor entertaining areas, including the backyard, are not to be used for loud gatherings or parties. e) The Manager will respond to any noise complaints in a timely manner and, if necessary, attend the property to address the issue as per the complaints procedure.
PET PERMISSIONS AND REQUIREMENTS:	
Maximum number of pets:	A maximum number of _____ pets shall be permitted at the premises at any one time.
Management:	If pets are permitted: a) animals may not be left unattended; b) animals must be controlled to ensure they do not cause nuisance (including noise); and c) breaches may lead to early termination of stay.
WASTE MANAGEMENT PROCEDURE:	
Provide details of waste management procedure:	a) The Manager must ensure that all rubbish and recycling kerbside bin are placed on the kerb on the designated collection days and that any excess waste or recycling which will not fit inside the receptacles is promptly removed from the property by alternative means. b) Once emptied, the Manager is responsible for ensuring all bins are returned to their

	proper storage locations on the premises without delay. c) Where collection is undertaken by private contractor, details shall be provided to the Occupants in relation to relevant procedures.

BUSHIRE EMERGENCY PLAN PROCEDURE:

Where a Bushfire Evacuation Plan is required by the City as part of the development approval it shall displayed in a prominent position within the dwelling at all times.

CODE OF CONDUCT:

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.

Please attach a copy. *Refer Code of Conduct template

Unhosted STRA:
Code Of Conduct

Unhosted Short-Term Rental Accommodation (STRA) – Code of Conduct for Occupants & Guests

PROPERTY ADDRESS: _____

1) Occupants to act lawfully

a) All Occupants and Guests must not engage in conduct at the Unhosted STRA that is unlawful or inconsistent with this Code of Conduct.

2) Number of Occupants and guests

a) The maximum number of Occupants permitted at this Unhosted STRA is *_____.

b) No Guests are permitted after 10pm.

(please insert number)*

3) Vehicles

a) All Occupants must park cars within the designated parking bays shown on the approved car parking plans.

b) The maximum number of cars for Occupants parked at the Unhosted STRA must not exceed *____. (* *please insert number)*

c) All boats, caravans, and trailers associated with the Unhosted STRA must be approved by the Manager prior to arrival. When parked at the premise any such vehicles shall be parked in accordance with the Manager's directions and be wholly contained within the property boundaries for the duration of the stay.

d) All Guest vehicles must be parked in a manner that does not obstruct footpaths, sightlines, accessways, or the safe movement of pedestrians and vehicles.

4) 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.

5) General obligations

a) Each Occupant and Guest who enters, uses or occupies the Unhosted STRA, including any outdoor areas, for example an outdoor entertainment area, deck, balcony, tennis or basketball court, 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-

i. Violence or threats;

ii. Loud aggressive behaviour including yelling, screaming or arguing;

iii. Excessively loud noise nuisance; and

iv. Overlooking or light spill.

b) An Occupant or Guest of the Unhosted STRA must not sleep or camp on the site in a tent, caravan, campervan or similar.

c) All rubbish must be stored in a waste container, and removed weekly.

d) Noise impacts, including loud conversations, music, vehicle noise and gatherings outside are not permitted between the hours of 10.00pm - 7.00am.

e) Occupants arriving or departing between the hours of 10.00pm and 7.00am must notify the Manager in advance and ensure noise is kept to a minimum.

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

6) 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.

Definitions

The terms "Occupant" and Guest" are defined under Local Planning Policy 4.1 Unhosted STRA as follows:

Occupant *means a person (including any child or infant) who stays, or is booked to stay, overnight at the Unhosted STRA.*

Guest *means a person who is at the Unhosted STRA for social purposes, at the invitation or with the permission of the occupant of the Unhosted STRA.*

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