



HOLIDAY HOUSE APPLICATION CHECKLIST (RENEWALS) 2023/2024

| Applicant Checklist | Documents for Lodgement |
|---------------------|---|
| | <p>1. A planning application form signed by the owner of the land – Attachment 1.</p> <p>Please tick the 'yes' box on the form as the application may be re-advertised for public comment.</p> <p>Please fill out the description of development as holiday house.</p> <p>If the title of the lot is in a company name, the form has to be signed by 2 Directors or 1 Director and 1 Secretary (unless there is a Sole Director)</p> |
| | <p>2. A detailed letter / written submission that:</p> <ul style="list-style-type: none"> - Confirms that the maximum number of persons/ beds that the dwelling accommodates at any one time has not changed; - The property manager and their contact details has not changed; - Confirms if the property manager has received any complaints in the last 12 months (and if so provide details of the complaint and how it was resolved). - Authorise the Shire of Shark Bay to re-utilise the plans and documents lodged as part of the previous application, that formed part of the last planning approval issued for the property. - Demonstrates compliance with relevant conditions of the previous planning approval. <p style="text-align: center;">An example letter template is included as Attachment 2.</p> |
| | <p>3. Payment of a \$147.00 planning application fee on lodgement of the planning application. The Shire will contact you once an application has been lodged and request payment of the fee.</p> |



Application for development approval

| | | |
|---|-------|-----------------|
| Owner details | | |
| Name: | | |
| Company Name: | | |
| ABN: | | ABN: |
| Address: | | |
| | | Postcode: |
| Phone: | Fax: | Email: |
| Work: | | |
| Home: | | |
| Mobile: | | |
| Contact person for correspondence: | | |
| Signature 1: | | Date: |
| Name and/or Company Position : | | |
| Signature 2: | | Date: |
| Name and/or Company Position : | | |
| The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| <i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i> | | |
| Applicant details (if different from owner) | | |
| Name: | | |
| Address: | | |
| | | Postcode: |
| Phone: | Fax: | Email: |
| Work: | | |
| Home: | | |
| Mobile: | | |
| Contact person for correspondence: | | |
| The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Signature: | | Date: |

| Property details | | |
|--|--|--------------|
| Lot No: | House/Street No: | Location No: |
| Diagram or Plan No: | Certificate of Title Vol. No: | Folio: |
| Title encumbrances (e.g. easements, restrictive covenants): | | |
| Street name: | Suburb: | |
| Nearest street intersection: | | |
| Proposed development | | |
| Nature of development: | <input type="checkbox"/> Works <input type="checkbox"/> Use <input type="checkbox"/> Works and use | |
| Is an exemption from development claimed for part of the development? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use | | |
| Description of proposed works and/or land use: | | |
| Description of exemption claimed (if relevant): | | |
| Nature of any existing buildings and/or land use: | | |
| Approximate cost of proposed development: | | |
| Estimated time of completion: | | |
| OFFICE USE ONLY | | |
| Acceptance Officer's initials: | Date received: | |
| Local government reference No: | | |

ATTACHMENT 2 - Example letter template for lodgement of new application seeking a new approval

Shire of Shark Bay

ao@shark bay.wa.gov.au

Attention: Chief Executive Officer

Dear Sir,

APPLICATION SEEKING A NEW PLANNING APPROVAL (RENEWAL) FOR A HOLIDAY HOUSE AT _____

I / we have an existing planning approval for a holiday house at the above address, which has expired/ or is due to expire soon.

I / we lodge this new application seeking a new approval and advise as follows:

1. The maximum number of persons that the dwelling will accommodate at any one time has not changed and is still _____.
(insert number of guests)

2. The number of nature of the bed arrangement has not changed and is as per the last plans approved by the Shire on the _____.
(insert date of last planning approval).

3. The property is still managed by _____
(insert property manager name).

AND

their contact details haven't changed / OR

their contact details have changed.

(Cross out what is not applicable).

Note: A revised Management Plan needs to be lodged with current property manager details if the property manager or their contact details have changed since your last approval.

4. No complaints have been received in the last 12 months
OR
Complaints have been received.

Note: If complaints have been received please attach to this letter details on the number, nature of complaints and how they were responded to by the property manager.

I/we authorise the Shire of Shark Bay to re-use all plans, management plans, fire emergency plans and other supporting documents lodged with our last planning application which was approved by the Shire on the _____

(insert date of last planning approval).

I / we acknowledge that our last planning approval, which is attached, included a number of conditions; and

I / we confirm that we have complied with all the conditions listed on the Shire approval dated _____

(insert date of last planning approval).

COMPLIANCE WITH EXISTING APPROVAL:

| | | | |
|--|-------------------------|-----|---|
| I / we confirm that we have complied with the following specific condition requirements: | | | |
| Keep and maintain a working fire extinguisher within the house at all times. | Applicable Tick | N/A | Attach a photo of the fire extinguisher |
| Keep a fire blanket in the house at all times | | | Attach a photo of the blanket |
| Display a laminated copy of a fire escape plan within the house | | | Attach a photo of the displayed fire plan |
| Construction of one crossover | | | Attach a photo of the crossover |
| Construction of two crossover | | | Attach a photo of the crossovers |
| | Tick relevant box above | | |

Yours Sincerely,

.....
Signature 1

.....
Signature 2

Name:.....

Name:

Date:.....

Enc. Attachment : Copy of last planning approval