

HOLIDAY HOUSE/SHORT TERM RENTAL ACCOMMODATION RENEWAL PROCESS



Step 1: Go to the Shire website to:

- Complete the checklist
- Fill out a new planning application form
- Give the Shire permission to use all previous approved plans & documents

The website link is: [Holiday Houses » Shire of Shark Bay](#)



Step 2: Lodge the application to the Shire

- By Post to Shire of Shark Bay, 65 Knight Terrace, WA 6537
- In Person at the Shire office
- By Email: ao@sharkbay.wa.gov.au



Step 3:

- Application is checked – the Shires planning consultant will reach out to you if more information is needed.
- Shire will contact you to arrange fee payment



Step 4: Advertising

- Application is advertised for public comment (Shire website & letters to neighbours)
- 14 days for single houses on a green titled lot or 28 days for any grouped dwellings, strata lot or built strata



Step 5: Decision Process

- Decisions on straightforward applications (for a single house on green title lot) will most likely be decided on by the Shire Chief Executive Officer (CEO)
- Any application involving a grouped dwelling/unit, strata lot or built strata must be referred to a formal Council meeting
- Any application where there is some history of complaints may also be referred to Council and/or at the CEOs discretion
- Once a decision is made, you will be advised by the Shire in writing

