



HOLIDAY HOUSE / SHORT TERM RENTAL ACCOMMODATION APPLICATION CHECKLIST (RENEWALS)

Applicant Checklist	Documents for Lodgement
☐	1. A planning application form signed by the owner of the land – Attachment 1. Please tick the 'yes' box on the form as the application will be re-advertised for public comment. 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)
☐	2. A detailed letter / written submission that: - 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, documents and parking plan 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. An example letter template is included as Attachment 2.
☐	3. A scaled and accurate parking plan prepared by a draftsman, showing all carparking bays, boat parking bay, and dimensions for parking area <i>Note: If a scaled plan was lodged and approved as part of your previous application, it can be re-used by the Shire.</i>
☐	4. 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.
☐	5. A table listing dates and details of any complaints, and how they were responded to by the property manager

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 since the last planning approval was issued

OR

Complaints have been received and we attach a table with details of the complaints
and how they were responded to.

*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 (in a table format)*

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

ATTACHMENT 3 – Planning Application form for renewals

(OVERPAGE)



PLANNING APPLICATION FORM – HOLIDAY HOUSE / STRA RENEWAL

Clause 62(1)(a) – Planning and Development (Local Planning Schemes) Regulations 2015

Owner details		
Name: _____		
ABN (if applicable): _____		
Address: _____ _____ Postcode: _____		
Home: _____ Mobile: _____	Fax: _____ 	Email: _____
Contact Person for correspondence: _____		
Owners Signature: _____		Date: _____
Owners Signature: _____		Date: _____
<i>The signature(s) of the owner(s) is required on all applications. This application will not proceed without that signature. For the purpose 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: _____ Work: _____ Mobile: _____	Fax: _____ 	Email: _____
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. ☐ Yes ☐ No		
Applicant Signature: _____		Date: _____
Print Name: _____		Date: _____

Property details		
Lot No:	House/ Street No:	
Diagram or Plan No:	Certificate of title Volume No:	Folio No:.....
Title encumbrances (eg easements, restrictive covenants):		
Street name:.....Suburb:.....		
Nearest street intersection:		

Proposed development	
Nature of development:	☐ Works ☒ Landuse ☐ Works and Landuse
Is there an exemption claimed for part of the development?	☐ Yes ☐ No If yes is the exemption for: ☐ Works ☐ Landuse
Description of proposed works / landuse:	
<i>Note: You can attach a letter or any reports to this application form.</i>	
Description of exemption (if relevant):.....	
Nature of any existing buildings / landuse:.....	
Approximate cost of development:.....	
Estimated time of completion:.....	

OFFICE USE ONLY	
Acceptance Officers initials:	Date Received:
Local Government Reference Number:	