

Application for Development Approval Checklist

Short-term Accommodation

This checklist is to assist applicants to prepare an application for development approval for Short-Term Accommodation (Bed & Breakfast, Holiday House and Holiday Accommodation).

It is recommended that you review the requirements of the *Short-term Accommodation Local Planning Policy* before preparing an application. Further information is available on the City's website, joondalup.wa.gov.au.

Applicants must ensure all required information is provided at the time of lodgement. A complete development application, where all necessary information has been provided in accordance with this checklist, enables the City to undertake a full assessment, and avoid unnecessary delays in the processing of your application.

Lodging your application

Your application can be lodged:

- Online (preferred) using the City's e-application service which is available at joondalup.wa.gov.au;
- In person by visiting the City of Joondalup Administration Building, 90 Boas Avenue, Joondalup; or
- Posting to the City of Joondalup, PO Box 21, Joondalup WA 6919.

Official receipt of applications will not occur until all required information is received. Following lodgement, the applicant (as indicated on the application form) will receive a letter acknowledging receipt of the application.

Please note that further information and/or modifications may be requested by the City after a full assessment has been undertaken. All correspondence on the application will be directed to the applicant.

Application requirements

Short Term Accommodation applications must include:

- A signed copy of this checklist confirming that the application is complete (not required if lodging online)
- A completed application form – Application for Development Approval Form;
- A completed – Metropolitan Region Scheme Form 1;
- The development application fee (refer to the City's Planning Services Fees and Charges);
- A management plan addressing the requirements of the *Short-Term Accommodation Local Planning Policy*;
- Written justification addressing any aspects of the proposal that do not meet the requirements of the City's *Local Planning Scheme No. 3* and the *Short-term Accommodation Local Planning Policy*, the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, or structure plan; and
- One (1) copy of the site and floor plans (where not submitted through e-applications). Plans for Bed and Breakfast applications will need to indicate guest parking and rooms/areas to be made available to guests.

The site and floor plan should include the following:

Site Plan

- Drawn to a scale of 1:200.
- Street name(s) and lot number.
- Lot dimensions, north point and scale.
- Vehicle driveways and access points with clearly highlighted resident and guest parking.
- The street verge, including footpaths, street trees, crossovers, truncations, power poles, any services and the location of any access restrictions, such as road islands, adjacent to the site.

Floor plan/s

- Drawn to a scale of 1:100.
- North point and scale.
- Room layout indicating the rooms to be used for Short-term Accommodation.

For proposed short-term accommodation which is located within a bushfire prone area:

- A bushfire attack level (BAL) assessment and emergency evacuation plan as outlined under *State Planning 3.7 – Planning in Bushfire Prone Areas*.

Further information on bushfire prone areas and bushfire requirements are available on the City's website, joondalup.wa.gov.au

When you have completed your checklist, please sign the box below to verify you have included all the information necessary to determine your application.

Thank you for completing this checklist to ensure your application is processed as quickly as possible.

Applicant's Full Name:

Contact Number:

Email Address:

Applicant's Signature:

Date Submitted:

Accepting Officer's Signature:

How do you wish to receive correspondence?

By mail

By email