
AUTHORISATION	Adopted [insert date of adoption]
REVIEW	Biennial. Next scheduled review 20....

PART 1 - POLICY OPERATION

Policy Development

This Policy has been prepared under Part 2 (Division 2) of the Deemed Provisions of the City of Wanneroo's District Planning Scheme No. 2.

Application and Purpose

The City of Wanneroo supports different types of accommodation to facilitate tourism and other activities within its boundaries. The purpose of this policy is to ensure that short-term accommodation is appropriately designed and managed to ensure that it does not adversely impact the amenity of the area and the nearby residents.

This policy applies to applications which propose short-term accommodation of greater than six guests, and will be assessed in accordance with the Residential Building land use, as defined in the Residential Design Codes.

The policy does not apply to short-term accommodation for six guests or less, which are subject to the requirements of the City's *Short-Term Accommodation Local Law 2017*, or where there is provision for meals for guests (such as a Bed and Breakfast).

Objectives

The objectives of this Policy are to:

- Encourage good quality, well managed short-term accommodation for use by visitors that does not compromise the amenity of residential areas or nearby residents;
- Provide guidance and development provisions for operators seeking to establish short-term accommodation within the City of Wanneroo; and
- Establish a clear framework for the assessment and determination of applications for short-term accommodation.

Relationship to Other Policies, Guidelines and Documents

This Policy should be read in conjunction with the following documents (where relevant):

State Government

- Planning and Development (Local Planning Schemes) Regulations 2015
- State Planning Policy 3.1: Residential Design Codes (R-Codes)
- Planning Bulletin 99: Holiday Homes Guidelines

Local Government

- District Planning Scheme No. 2 (DPS 2)
- Short-Term Accommodation Local Law 2017

Definitions

“**Bed and Breakfast**” as defined by DPS 2 means any dwelling in which the resident of the dwelling provides accommodation on an overnight or short-term basis, usually to the travelling public, and may include the provision of meals for guests.

“**Residential Building**” as defined by the R-Codes means a building or portion of a building, together with rooms and outbuildings separate from such building but incidental thereto, such building being used or intended, adapted or designed to be used for the purpose of human habitation:

- Temporarily by two or more persons; or
- Permanently by seven or more persons, who do not comprise a single family, but does not include a hospital or sanatorium, a prison, a hotel, a motel or residential school.

“**Short-term Accommodation**” as defined by *Planning and Development (Local Planning Schemes) Regulations 2015* means temporary accommodation provided either continuously or from time to time with no guest accommodated for periods totaling more than 3 months in any 12 month period.

PART 2 - POLICY PROVISIONS

1. General Requirements for Short-Term Accommodation

In addition to the relevant DPS 2 and R-Codes provisions for a Residential Building, applications for short-term accommodation shall satisfy the following requirements:

1.1 Car Parking

- a. On-site car parking shall be provided in accordance with the requirements of DPS 2 for a Residential Building.
- b. All car parking shall be provided on-site, and will not be supported within the verge or road reserve.
- c. On-site car parking is to be designed and constructed in accordance with AS2890.

- d. On-site car parking shall be provided in a manner which does not detract from the residential appearance of the dwelling, or the streetscape.

1.2 Management Plan

- a. A management plan is required to be submitted at the time of lodging a development application for short-term accommodation.
- b. The management plan shall include the following:
 - i. The maximum number of guests to be accommodated. This should also include information as to whether pets, or non-registered guests are permitted on the premises.
 - ii. Details regarding the expected behavior and obligations of guests, including the control of noise. This should include a complaints management procedure, which provides a contact telephone number for the owners/managing agents for the property. This number should also be made available for adjoining neighbours;
 - iii. Details regarding check-in and check-out procedures;
 - iv. Details regarding waste management. This should detail the expectations of guests with regards to general rubbish and bin collection; and
 - v. Any other matter considered relevant by the City.
- c. The short-term accommodation will be required to operate in accordance with the management plan, and this shall be included as a condition of any development approval. Non-compliance with the measures outlined in the approved management plan will be considered as a breach of development approval, and will be pursued in accordance with the City's Local Planning Policy 14: Compliance.

1.3 Guest Register

- a. A guest register of all persons occupying the short-term accommodation is required to be kept by the applicant/landowner and shall be made available for inspection by the City on request.
- b. This guest register shall include:
 - i. Name and address of every occupant staying within the premises; and
 - ii. The date of arrival and date of departure of the occupants.

1.4 Additional Information

- a. In addition to the requirements outlined above, and the normal development application submission requirements, justification outlining how the proposal is compatible with the adjoining area, and is consistent with the objectives of this Policy, be submitted with an application for development approval for short-term accommodation.

1.5 Approval Period

- a. Where development approval for short-term accommodation is granted, an initial 12 month time limited approval period shall be included as a condition of approval.
- b. Following this initial 12 month period, a subsequent development approval will be required to be submitted for the renewal of the approval for the short-term accommodation. As part of considering a renewal, the City will give regard to any substantiated complaints against the property, as well as the operation of the short-term accommodation in accordance with the conditions of its development approval. Should a subsequent approval be granted, this may be for a time limited period at the discretion of the City.

1.6 Signage

- a. Any signage associated with short-term accommodation shall be limited to one wall sign which does not exceed 0.2m² in area, in accordance with the City of Wanneroo Signs Local Planning Policy 4.6

1.7 Public Consultation

- a. Development applications for short-term accommodation may be advertised for public comment by the City, in accordance with the requirements of Clause 64 of the Deemed Provisions of District Planning Scheme No. 2.

1.8 Bushfire Prone Areas

- a. Where located in a bushfire prone area, as designated by the Department of Fire and Emergency Services, applications for short-term accommodation will be considered as a 'vulnerable land use', in accordance with the definition in the *Planning in Bushfire Prone Areas State Planning Policy 3.7* (SPP 3.7).
- b. Any application for short-term accommodation which is located in a bushfire prone area shall satisfy the requirements of SPP 3.7 for a 'vulnerable land use'.