

## Development Approval Required for Short-Term Rental Accommodation (STRA)

Thank you for providing the details of your proposed Short Term Rental Accommodation (STRA). Based on the information you have provided, we confirm that your STRA does **not fall within the exemption criteria** outlined in the *Planning and Development (Local Planning Scheme) Regulations 2015*. Therefore, development approval is required before you can commence the use.

To lodge your application for development approval, please follow the steps below:

### 1. Prepare Your Application

Ensure you include the following documents:

- Completed City of Wanneroo [Application for Development Application Form application form](#).
- Completed [Metropolitan Region Scheme Form 1](#).
- Current copy of the property's Certificate of Title (no more than 6 months old).
- A site plan, floor plan, and elevations of the property.
- A detailed description of the proposed use, including hosting arrangements and expected occupancy levels.
- A short-term rental accommodation management plan detailing the following but not limited to:
  - i. Minimum night stay;
  - ii. Check-in, check-out procedures;
  - iii. Expected behaviour and obligations of guests including the control of noise, number of visitors permitted, whether pets are permitted;
  - iv. Complaints management;
  - v. Code of conduct;
  - vi. Parking requirements;
  - vii. Waste management; and
  - viii. Bushfire mitigation and emergency evacuation measures (where relevant).
- Any other supporting documentation as requested by the City of Wanneroo.

### 2. Lodge Your Application

You may submit your application via one of the following methods:

**Online**

Use the City of Wanneroo's Online Lodgement Service.

**In Person**

Visit the City of Wanneroo Civic Centre at 23 Dundobar Road, Wanneroo, during business hours (Monday to Friday, 8:30 AM to 5:00 PM) to lodge your application over the counter.

**By Post**

Mail your application to:

City of Wanneroo

Locked Bag 1

WANNEROO WA 6946

Once your application has been submitted, it will be assessed in accordance with the relevant planning framework. You will be notified of the outcome or if further information is required.

If you have any questions or need assistance with the application process, please contact the City of Wanneroo on (08) 9405 5000.