DEVELOPMENT APPLICATION CHECKLIST

CHANGE OF USE TO UNHOSTED SHORT-TERM RENTAL ACCOMMODATION

City of Wanneroo
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This checklist is applicable to a Change of Use to Unhosted Short-Term Rental Accommodation (such as AirBNB) application. All development applications must be accompanied by a completed checklist. Incomplete applications will not be accepted and will be returned to the applicant with a list of outstanding items.

What information do I need?

Information	When it is required	Submitted Please tick
City of Wanneroo Application for Development Approval	Always	
Metropolitan Region Scheme Form 1	Always	
Payment of relevant fees (Refer to Planning Fee Schedule)	Always	
Current copy of the property's Certificate of Title (no more than six (6) months old)	Always	
Site Plan drawn to scale[2]	Always	
Floor Plan drawn to scale[2]	Always	
Full set of elevation plans drawn to scale[2]	Only where external elevations or signage is proposed and/or modified	
Details of proposed signage (where signage is proposed)	Always	
Cover letter/report detailing the following (but not limited to): • Nature of proposed short term rental accommodation; • How the proposal is compatible with the adjoining area; • How the proposed location is within a high tourism amenity area; and • How the proposal is consistent with the objectives of Local Planning Policy 4.22: Short Term Rental Accommodation.	Always	
Management Plan (including the Code of Conduct) in accordance with the Appendix 1: Management Plan Template of Local Planning Policy 4.22: Unhosted Short-Term Rental Accommodation.	Always	

Note 1: Where the site is located in a strata, it is your responsibility to ensure you can operate an unhosted short-term rental accommodation in accordance with any strata by-laws that may apply.
Note 2: Please refer to the overside of this checklist for information that should be contained on plans.
Note 3: The City may request additional information that is not listed in this checklist during the assessment of the application.

Applicant declaration

I, _____ confirm that I have provided all of the information outlined above with my application. I am aware the City will review the information submitted and may seek clarification or further information before the application is accepted for processing.

Signed: _____ Date: _____

What information should I include on my plans?

PLANS

Proposed Full Site Plan to a scale (not less than 1:200) showing:

- Site dimensions, scale bar, north point, all lot boundaries including cadastral and any strata boundaries;
- Location of driveways, crossovers, pedestrian accessways;
- Location and number of on-site car parking spaces, including provision of any required bays to satisfy disability access requirements;
- Location of existing buildings on the site; and
- Location of existing and / or proposed on-site landscaping.

Existing & Proposed Floor Plans (scale of 1:100) of the proposed change in land use / activity and the internal layout of each floor / building showing:

- The access to and use of all areas and rooms;
- Location of external doors and windows;
- The line of any upper floors clearly indicated over the lower floor plan;
- The internal floor area (m^2) of all areas and rooms to be used for the proposed land use / activity; and
- The extent / area (m^2) of counter / queuing areas and sit down dining areas in the case of a proposed restaurant.

Elevations (scale of 1:100) of all buildings showing:

- Existing natural ground levels, wall heights and roof heights relating to the established datum (AHD);
- Proposed finished floor levels and ground levels;
- Location of openings and if openings are clear glass or obscure glass;
- The external appearance of the building; and
- The external appearance and height of any proposed fencing forward of the building line.

OTHER

- A written statement/report describing the proposed activity / development, including:
    - Nature of proposed short term rental accommodation;
    - How the proposal is compatible with the adjoining area;
    - How the proposed location is within a high tourism amenity area; and
    - How the proposal is consistent with the objectives of Local Planning Policy 4.22: Short Term Rental Accommodation.

- Management Plan and Code of Conduct in accordance with Appendix 1 of Local Planning Policy 4.22: Unhosted Short-Term Rental Accommodation.

- Any technical reports that may be required.