

# Planning Information Sheet: Short-Term Accommodation

## WHAT IS SHORT-TERM ACCOMMODATION?

Dwellings let for small periods of time are known as ‘short-term rental accommodation’. This may include holiday homes, units or apartments. Some are purpose built, and usually available to rent using online booking platforms.

The City of Canning’s Local Planning Scheme No. 42 (LPS 42) contains definitions for different types of short-term accommodation as follows:

Land use	LPS 42 Definition
Bed and breakfast	means a dwelling – (a) used by a resident of the dwelling to provide short-term accommodation, including breakfast, on a commercial basis for not more than 4 adult persons or one family; and (b) containing not more than 2 guest bedrooms;
Holiday accommodation	means 2 or more dwellings on one lot used to provide short-term accommodation for persons other than the owner of the lot;
Holiday house	means a single house on one lot used to provide short-term accommodation but does not include a bed and breakfast;
Serviced apartment	means a group of units or apartments providing – (a) self-contained short stay accommodation for guests; and (b) any associated reception or recreational facilities;

## IS SHORT-TERM ACCOMMODATION ALLOWED IN THE CITY OF CANNING?

The zoning table within LPS 42 identifies which land uses may occur within each zone. The following is an excerpt of the table as it relates to short-term accommodation:

Use Classes	ZONES							
	Centre	District Centre	Local Centre	Mixed Use	Residential	Rural	Rural Residential	Urban Development
bed and breakfast	A	X	X	X	D	D	D	A
holiday accommodation	D	A	X	D	D	X	X	D
holiday house	D	X	X	X	D	D	D	D
serviced apartment	D	D	X	D	X	X	X	D

The symbols used in the zoning table have the following meanings:

P - means that the use is permitted if it complies with any relevant development standards and requirements of this Scheme.

D - means that the use is not permitted unless the local government has exercised its discretion by granting development approval.

A - means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions.

X - means that the use is not permitted by this Scheme.

### IS DEVELOPMENT APPROVAL REQUIRED?

Yes, Development Approval is required for any form of short-term accommodation. The City's officers need to consider the scale of the activity to protect the existing amenity of the area.

### INFORMATION REQUIRED FOR A SHORT-TERM ACCOMMODATION DEVELOPMENT APPLICATION

An application must contain appropriate information to enable a full assessment. The City may request additional information to address site specific matters. Generally, the following information is required:

- A cover letter detailing how and why the proposed accommodation will be compatible with the adjoining area;
- A site plan of the whole property (preferably 1:200). The site plan must show car parking, access ways, the existing dwelling and the proposed location of the Short-Term Accommodation;
- A floor plan (preferably 1:100). The floor plan must show which rooms are to be used as part of the Short-Term Accommodation, including wet areas such as bathrooms, laundries, and outdoor areas such as alfresco/outdoor living areas;
- Any relevant documentation (copies of Licences or Certificates);
- Evidence that approval has been given by the Strata Company to the change of use (note: the City will not accept the application if strata approval is required but evidence has not been submitted as part of the application);
- A detailed **Management Plan** for the accommodation; and
- Payment of the Development Application Fee. Please note that a fee applies to cover the cost of advertising (where required) which is in addition to the application fee. Refer to the Planning Fee Schedule for details.

### WHAT IS A MANAGEMENT PLAN?

A **Management Plan** outlines how the accommodation will be set up to ensure it runs smoothly. Once agreed to, the provisions in the management plan will be set as a condition of the approval given by the City.

The management plan must address the following matters:

- a. A code of conduct detailing the expected behaviour and obligations of guests. The code of conduct must be displayed in a prominent position within the premises. Details referring to consequences/measures to be taken should guests fail to comply with the code of conduct should be included in the plan (i.e., immediate eviction of guests by the owner/operator).

- b. Details about how complaints will be managed. A contact telephone number of the owner/ operator/ managing agent must be provided. These contact details need to be provided to adjoining neighbours.
- c. A plan to control anti-social behaviour and any conflict between guests and permanent residents of the area. Specific reference to how noise will be managed is required (i.e., such as times that outdoor activity will cease).
- d. Detailed procedures for guest check in and check out.
- e. Management of car parking, including the expected number of vehicle trips to and from the premises by guests, visitors and occupants of the accommodation. The plan should also detail the manner in which occupants and visitors will be directed to park vehicles on the site at all times (i.e., guest instructions and limitations on vehicle numbers).
- f. Detailed waste management procedures including what expectations there may be on guests.
- g. Address any applicable Strata By-laws in the form of a Statement of Compliance.

### **DO I NEED ANY OTHER APPROVALS?**

The requirement for development approval by the City does not negate the need for other required approvals for the proposal.

#### **Building**

The conversion of a building to short-term accommodation may trigger the need for the building to be upgraded to meet the current National Construction Codes and the Disability (Access to Premises - Buildings) Standards 2010.

#### **Strata Titles Act 1985**

If a landowner requires approval under the Strata Titles Act 1985, approval from any relevant Strata company or other Strata Lot owners should accompany any application for development approval.

#### *Disclaimer*

*This information sheet is provided as generalised information. While we aim to keep the content of this document current and accurate, we accept no responsibility or warranties for actions based on the information provided. The City of Canning encourages you to seek professional advice before acting on any information contained in this document. Please contact the City of Canning if you wish to comment on the forms provided and information contained within. Any reported errors will be amended.*

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