



COMMERICAL HOLIDAY HOUSE FACTSHEET

1. What are commercial holiday houses?

Holiday houses are private residential dwellings that are commercially leased out for short term accommodation, where no one guest is accommodated for a period totalling more than 3 months in any 12-month period. Holiday houses have long been an important part of local and Western Australian lifestyle and culture.

2. Do I need development approval?

Yes. Development approval is required if you intend to provide short stay accommodation to anyone for payment or reward. Under the Shire's *Local Planning Scheme No.7*, the use of a Regional Centre or Residential zoned property as a commercial holiday house is a discretionary (D) use. Meaning discretionary development approval from the Shire of Dandaragan must be obtained before the land use can proceed.

3. Exemptions

Development approval is not required if you own the property but have a primary residence elsewhere and wish to use the dwelling for holiday accommodation for you and your family. You may also allow friends to stay there provided there is no fee charged.

4. How long is an approval valid?

All holiday house approvals expire on 30 June each year. Invoices for the annual renewal fees of development approval will be mailed to applicants on 1 June each year. For successful renewal, invoices for fees are required to be paid before the 30 June expiry date.

5. What are all the fees involved?

1. Initial development application	\$295.00
2. June 30 th annual renewal of above	\$147.00
<i>*The first annual renewal fees will be waived for a holiday house which receives initial development approval within six (6) months of 30 June in the same calendar year*</i>	
<i>*Fees subject to change each Council adopted budget*</i>	

7. Process to obtain Approval

You will need to submit a Development Application for determination by the Shire's planning staff. An application form can be accessed from the Shire's Website under the forms tab of the "Development and Planning Services" webpage. This form is to be submitted with the following:

- a neat, scaled site plan showing lot boundaries, all existing buildings and all car parking available to guests;
- floor plans of the dwelling(s) which clearly identifies the location of compulsory hardwired smoke alarms, emergency exits and a fire evacuation route leading to the nearest main road;
- a property management plan detailing: proposed maximum guest occupancy; number of bedrooms and sleeping configurations; contact details of the property manager; duties of the property manager; and day-to-day management arrangements (*a template is downloadable from the Shire's website*);
- a guest code of conduct for the proposed holiday house (*a template is downloadable from the Shire's website*); and
- any other plan or information that the Shire may request to enable the application to be determined.